COLLEGE OF MARIN
invites applications for the position of:
Accounting Instructor

SALARY: $45,527.00 - $86,941.00 Annually

OPENING DATE: 08/22/11

CLOSING DATE: 09/25/11 11:59 PM

DESCRIPTION:
Application Deadline is extended to 9/25/11 at 11:59pm.

Accounting courses satisfy transfer and general education requirements for the Associate Degree (AA/AS) and the Baccalaureate Degree (BA/BS). In addition, these courses provide training to entry-level bookkeepers, as well as individuals with bookkeeping experience and business owners who wish to gain a better conceptual background in accounting and finance.

College of Marin is looking for Full Time Faculty who:

1. advocate for students and have a student-centered approach to education;
2. have the ability to inspire intellectual curiosity and academic excellence in their students;
3. have a commitment to equity and social justice;
4. have experience/commitment to educating basic skills, ESL, and generation 1.5 students;
5. are willing to learn/use best practices and innovative pedagogies such as learning communities, and contextualized or collaborative learning;
6. are committed to maximizing effective uses of technology in their teaching both in class or through distance education;
7. are willing to work collaboratively;
8. have experience with student learning outcome assessments.

ESSENTIAL FUNCTIONS:
- Provide effective classroom and laboratory instruction using methods and materials appropriate to the subject matter;
- Prepare and evaluate all class assignments and examinations;
- Advise, assist and evaluate student performance and learning outcomes;
- Participate in program activities including curriculum development, evaluation and decision-making, program planning, new teaching and learning methods, and resource development;
- Contribute to development of program policies and procedures;
- Participate in college professional or shared governance committees and in departmental activities such as maintaining course outlines, program review, student learning outcome assessments, other curricular development, etc.
- Maintain and post office hours;
- Maintain and submit accurate student records in a timely manner as required;
- Maintain currency and knowledge in assigned area of responsibility;
- Maintain appropriate standards of professional conduct and ethics.

REQUIREMENTS & DESIRABLES:

REQUIREMENTS
1.) A Master’s degree in Accounting or Business Administration with accounting concentration;

OR
2.) A Bachelor's degree in Business with accounting emphasis or Business Administration with accounting concentration or Economics with accounting concentration AND a Master's in Business, Business Administration, Business Education, Economics, Taxation or Finance; OR 3.) A Bachelor's in Accounting, Business with accounting emphasis, Business Administration with accounting concentration, or Economics with accounting concentration AND certification as a Certified Public Accountant in the State of California; OR 4.) The equivalent; AND 5.) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community.

**KNOWLEDGE, SKILLS & ABILITIES (Desirable Attributes & Skills)**

- Currency and depth of knowledge in assigned area of responsibility and subject matter.
- Competencies in curriculum and course development, teaching and learning theory, information and resources, and evaluating student learning outcomes; and assisting students to develop critical thinking skills.
- Familiarity with, willingness and ability to use multiple teaching methods, including computer based learning.
- Ability and enthusiasm to use teaching methods that engage students and encourage them to be motivated self-learners.
- Sensitivity to and rapport with students from diverse cultural, language, ethnic, academic, socioeconomic, age and disability backgrounds;
- Knowledge of and skill in use of computer technologies for educational purposes, including computer-based learning.
- Commitment to the teaching profession, its goals and ideals, and enthusiasm for the mission of the College of Marin.
- Evidence of commitment to professional growth and service which may include, but not limited to, membership in professional organizations, presenting workshops, attending conferences or training, development of curriculum and instructional materials, membership in school/college committees or production of classroom-based research.
- Ability to communicate and collaborate effectively and professionally with colleagues (faculty, administration and staff);
- Evidence of excellent written and verbal skills in English and strong organizational skills.

**REQUIRED CLEARANCES**
Criminal Justice/Fingerprint Clearance  
Tuberculin (TB) Clearance

**REQUIRED APPLICATION DOCUMENTS**
A.) Cover Letter  
B.) Resume  
C.) Transcript conferring Bachelor's degree (if applying under Requirement #1, #2, or #3 above)  
D.) Transcript conferring Master's degree (if applying under Requirement #1 or #2 above)  
E.) Copy of California CPA license (if applying under Requirement #3 above)

**SUPPLEMENTAL & SALARY INFORMATION:**

**SALARY INFORMATION**
**FLSA Status:** Exempt

Please refer to the Faculty (UPM/AFT) Salary Schedule on our [Human Resources](http://agency.govtjobs.com) site for detailed information.
Accounting Instructor Supplemental Questionnaire

* 1. Do you hold a valid CPA license issued in the State of California?
   □ Yes   □ No

* Required Question