

Clatsop Community College

College Now Program and Coastal Commitment

Dual Credit/Sponsored Dual Credit

Instructor Application

Instructors are high school teachers or training center instructors whose classes can earn high school or training center credit as well as college credit. These instructors must meet College qualifications in order for students to have the opportunity to earn both secondary school or training center credit and college credit in their coursework in certain identified program areas. This is a non-competitive hiring process. There is no closing date for the application, but Instructors must meet College qualifications and have an application submitted and approved prior to teaching a dual credit course.

Sponsored Dual Credit Instructors are instructors who do not meet the College criteria. Sponsored dual credit instructors are asked to complete this application. Upon completion of the application, they will meet with the Coastal Commitment Coordinator and work on a professional development plan, and have a mentor assigned.

To Apply: Application for this position must be submitted using the College’s Applicant On-line system*. To access the system, follow these instructions:

Go to the College’s web site: www.clatsopcc.edu

From the top menu, choose: ***“faculty & staff”***

- Choose from drop down menu and click: ***“Employment”***
- Scroll mid-way down page and Click on ***“CLICK HERE to go to the College’s on-line application system”***
- On the **left side** listing click: ***“Search Posting”***
- ***Screen will read “Show Search Results”***
- Scroll thru records, choose: ***“Articulated Instructor”***
- Choose: ***“View”***
- Choose: ***“APPLY FOR THIS POSTING”***
 - Go to: ***New Application***
 - Click on: ***“Fill out a new Application”***
 - You will need to select and create a user account and an application, and then you can manage your application.
 - After creating a user account & password, Click on: ***“Continue to Page 1 of Application”***
(See page 2 with information that will be needed for Application)
 - Also you can view job descriptions and position details by choosing from the list of open position (Search Open Positions) and clicking on ***“View”***.

If you have any questions, contact:

College Now Contact	Coastal Commitment
Mary Jackson CTE Regional and Career Pathway Coordinator (503) 338-2506 Mjackson@clatsopcc.edu	Margaret Frimoth Senior Manager (503) 338-2442 Mfrimoth@clatsopcc.edu

The College is an equal opportunity, affirmative action employer.

Hints about your application

For the on-line application - *You will need the following information*

Personal Information (page 1)

Name
Address
Home & Cell Number
Email Address

Voluntary Affirmative Action Data (page 2)

Criminal History
Birthday/Social Security #
Other (how you heard about this position)

Educational History (page 3)

Name of School
City & State
Major & Type of Degree
Attendance Dates

Employment History (page 4)

Employer
City & State
Direct Supervisor
Contact Phone
Most Recent/Ending Salary
Begin & End Date
Contact E-mail
Reason for Leaving
Title of Position
Description of duties

Work Reference-*limited to 3* (page 5)

Name of Reference
Work Location
Home & Work Phone
Email address
How do you know this reference?

Additional Information (page 6)

List additional knowledge, skills, and abilities that qualify you for this position

You will need to also attach & submit:

1. Resume
2. Transcript
3. Any professional certification showing your qualifications, if applicable

Also be prepared to answer 3 additional "Supplemental Questions" with your application. Keep this brief and use abbreviations when appropriate. Your answers are limited to 1200 characters per response. Short & Simple!

1. In what subject area do you want to teach an college class?
2. Please explain how your education and experience can assist in teaching?
3. How many years of teaching and/or field experience do you have in your subject area?

Other hints:

For security purposes, this online application system will automatically logs you off when it senses no activity for 60 minutes.

Also do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.