

Business Communication & Office Technology

Instructor

Description

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Job Duties

ALL FACULTY SHALL:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.
- Follow Board Policy [4005](#) and Administrative Procedure [4005](#) titled Duties and Responsibilities of Faculty Members.

ALL FACULTY WHO ARE ASSIGNED CLASSES SHALL:

- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes. In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.

- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
 1. Tests and exams must be available to the student without charge.
 2. The text and course pack must be available to students with disabilities.
 3. The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
 4. The text must be downloadable or printable.

If these four conditions are not met, the electronic textbook cannot be used.

- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

Minimum Qualifications

Minimum Qualifications and Local Standards

Bachelor's degree and two years of professional experience OR Associate's degree and six years of professional experience The professional experience required must be directly related to the faculty.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

Supplemental Information

Physical Limitations

Physical requirements may be met with or without reasonable accommodations.

1. Ambulatory ability to move to various office and classroom-type locations and to stand, bend, stoop, and reach to setup equipment and provide instruction.

2. Sufficient hand eye coordination and dexterity to write on a board or type on a computer.
3. Must be able to recognize printed material (printed or online) for more than 50% of the expected work time and make presentations.
4. Sufficient auditory ability to project voice to a group, hear questions and prompts, and carry on routine conversations.
5. The ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

Conditions of Employment

1. Assignments are contingent upon sufficient funding and enrollment.
2. Assignments may include day, evening, and/or weekend classes.
3. Individual who is offered employment shall be required to:
 - Obtain fingerprints for a criminal history clearance through the State Department of Justice and the Federal Bureau of Investigation (if hired after June 1, 2023).
 - Produce an original social security card, and
 - Submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment. Faculty must be able to teach on-campus or remotely as assigned.

Board Approved on Date: February 18th, 2026