



Music Instructor

About the Program:

The Music Program offers coursework and ensembles that embrace the diversity of our valley. At Hartnell, performance opportunities are available for all students in a wide range of vocal and instrumental ensembles. Many courses are designed for students with no previous training in music. The department offers an AA Degree in Music and courses that prepare music majors for transfer to four-year universities, as well as many courses for the general student.

Duties and Responsibilities of the Position

The Hartnell Community College District is accepting applications for a full-time tenure-track faculty position for the 2012-13 academic year. The successful candidate will teach courses in the music discipline that may include instrumental music, vocal music, music theory, and electronic music/recording. The assignment may include day, evening, and weekend hours, and classes off the main campus. Recruiting students from both high school and the community also may be an important responsibility. The faculty will fulfill the professional responsibilities of a full-time faculty member, including, but not limited to:

- Teaching scheduled classes; following the course outline; keeping accurate records of student enrollment, attendance, and progress; posting and maintaining scheduled office hours; and participating in departmental meetings.
- Teaching courses in instrumental music, vocal music, music theory, electronic music/recording, and possibly general education courses in music. This includes conducting college musical ensembles.
- Shaping, developing, and creating the curriculum (course revisions and updates, new courses, degrees and certificates) for the entire Hartnell Music Department (instrumental and vocal ensembles, appreciation and history, applied music, theory, and electronic music/recording).
- Working with the dean to develop the schedule of music offerings each semester and participating in long-range program planning and assessment.
- Working with the dean to identify and recruit adjunct music faculty.
- Serving as a resource and mentor for Music Department adjunct faculty.
- Coordinating (scheduling, equipment needs, publicity) the departmental performance schedule (to include choral and instrumental ensembles) for the on-campus and off-campus community.
- Coordinating and collaborating with area K-12 music programs and community music organizations such as the Monterey Jazz Festival and the Youth Orchestra of Salinas.
- Seeking grants to fund departmental needs and for residencies by professional musicians.

Minimum Qualifications¹

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at large.



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- Master's in music **OR**
- Bachelor's in music **AND** Master's in humanities **OR**
- The equivalent. (Applicants applying for equivalency consideration must submit an equivalency request form for committee review.)
- Proven ability in individual and group instruction and/or prior teaching experience.

Desired Qualifications

- Two (2) years' (full-time or part-time) recent experience teaching music at the college or university level. Graduate Teaching Assistant work is acceptable.
- Master's or doctorate in music from an accredited college or university.
- Proven ability in conducting both Wind Ensemble and Symphonic Orchestras.
- Evidence of successful recruiting abilities.
- Active participation in national music organizations.
- Prior experience in program building.
- Recruitment and retention of students.

¹Meeting minimum and desired qualifications does not assure any candidate an interview.

Hiring Range and Benefits

- \$51,814 to \$70,124 annually based on 175 days.
- Within this salary range, the successful candidate's starting salary will be based on verified education and experience.
- District- paid medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Employee assistance program, basic life insurance for employee only.
- STRS (State Teacher Retirement System).
- 403b/457 Options

Application Procedure

Completed applications must be received in the Hartnell Community College District Human Resources Office by 4pm on Friday, February 10, 2012, to be considered in the first round of screening. Incomplete application packets will not be considered. This position will remain open until filled; the first review of applications will begin the week of February 13-17, 2012, and may be closed at any time thereafter at the request of the screening committee. The Hartnell Community College District does not reimburse applicants for travel, lodging, or any other costs incurred by the applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.



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The Completed Application Includes^{2,3}:

1. A district application for academic service.
2. A cover letter, not to exceed two pages, detailing qualifications, skills, and abilities as they relate to the minimum and desired qualifications.
3. A current resume of all work experience, formal education, and training.
4. All college transcripts from accredited institutions verifying educational degrees and/or coursework required for this position. Unofficial transcripts or legible copies are acceptable. (Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.)

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

²Persons with disabilities who require reasonable accommodation to complete the employment process must notify the office of Human Resources and Equal Employment Opportunity no later than the closing date of the announcement.

³The successful applicant will be required to provide proof of authorization to work in the U.S.

SUBMIT APPLICATION MATERIALS TO:

**Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu
Applications available at: www.hartnell.edu/hr**