

**MINIMUM COMPETENCY LEVELS  
FOR  
FULL-TIME POSITIONS  
IN  
DISTRICT #503**

DECEMBER 14, 1983

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Revised 4/15/04	
Revised 6/15/04	
Revised 6/9/05	
No Revisions 6/06	

**BLACK HAWK COLLEGE**  
**MEMO**

TO: Faculty, Deans, Department Chairs, Academic Service Centers, Human Resources, Administrative Assistants, Vice Presidents, President, Faculty Senate Presidents

FROM: Amy Maxeiner, Vice President for Instruction

SUBJECT: Updated Minimum Competency Levels for Full-Time Faculty Positions in District #503

DATE: 5/1/22

The following competencies have been added/updated in the “Minimum Competency Levels for Full-Time Faculty Positions in District #503” document (Revised 4/28/22).

- Social Sciences – Anthropology
- Health and Human Services – Emergency Medical Services

The document is available on myBlackHawk> Employees Tab> Publications, Forms, and Manuals>Faculty Forms and Manuals>Hiring/Staffing.

## **MINIMUM COMPETENCY LEVELS FOR FULL-TIME FACULTY POSITIONS AT BLACK HAWK COLLEGE**

### **State Guidelines for Establishing Minimum Competency Levels for Full-time Faculty Positions**

The identification of minimum competency levels for full-time faculty positions was guided by the Illinois Community College Board (ICCB) policy from Administrative rules, 1501.303: “Preparation of Professional Staff- Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master’s degree in the assigned field or area of responsibility is expected, except in those areas in which the work experience and related training is the principal learning medium.” (September 2016)

The College recognizes that the employment market may cause it to deviate from this practice when it seeks to fill position vacancies and acceptable personnel having the established minimum competencies are not available.

### **Process for Establishing and Maintaining Minimum Levels for Full-Time Faculty Positions**

The administration, in accordance with state statutes, will establish and maintain minimum competency levels for all full-time faculty positions.

The process for establishing and maintaining minimum competency levels for full-time faculty positions will be as follows:

- A. The department chairperson/lead instructor, after consultation with faculty holding the competency on both campuses, will develop, review, and/or revise the minimum competency levels for each full-time position in the department and forward his/her written recommendations to the program dean(s).
- B. The program dean(s), after consultation with the department chairperson/lead instructor, will forward his/her written recommendation to the Vice President for Instruction.
- C. The Vice President for Instruction, after consultation with the program dean(s), will acknowledge in writing his/her approval of this recommendation, or make recommended changes.

The approved competency levels for each faculty position shall be in effect during the academic year following the year in which they were approved. Minimum competency levels established for new positions shall be effective beginning the date the position is approved.

### **Board of Trustees Shall Determine Compliance in the Event of a Vacancy**

The minimum competency levels for faculty positions contained herein have been established in accordance with the process as outlined. The stated minimum competency levels for each position are to be adhered to when considering candidates for vacancies in the positions identified. The Board of Trustees, after consideration of the recommendations of the administration, shall determine whether faculty meet the stated minimum competencies.

### **Career Program Minimum Competency Levels**

Curricula in the Career Program are designed to prepare students with the necessary knowledge and skills to enter a particular occupation. The primary objective of the Career Program is to prepare the student for immediate employment or for job upgrading. Faculty who teach in the Career Program are expected to have a minimum of 2,000 hours of documented work experience related to the teaching position and a Master's Degree (preferred) in a field related to the teaching position. *Bachelor or Associate degrees will be considered in Career Programs where level of education or technical training is deemed appropriate for the position.* (Rev. 9/4/84) (Rev. 12/20/91) (Rev. 5/02/13).

### **District Adult Education Program Minimum Competency Levels**

The District Adult Education Program provides educational opportunities to adults who have attained 16 years of age, who are not enrolled or required to be enrolled in secondary school under State law, and who:

- Lack sufficient mastery of basic educational skills to function effectively in society;
- Do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- Are unable to speak, read, or write the English language.

Full-time faculty are required to have:

- A Master's degree specific to or related to their area of teaching responsibility or
- A Bachelor's degree specific to or related to their area of teaching responsibility and four semesters of full-time teaching experience.

In addition, successful completion of ICCB Adult Education professional development coursework to meet the Standards Proficient Instructor criteria is required within two years of hire for those with Bachelor's degrees or Master's degrees in areas related to rather than specific to their area of teaching. All full-time faculty employed in Adult Education must complete ongoing ICCB professional development requirements (Replaces District Outreach Programs Minimum Competency Levels, 5/02/13) (Rev. 6/30/16)

### **Transfer Program Minimum Competency Levels**

The primary objective of the Transfer Program is to prepare student for transfer to four-year colleges or universities.

Full-time faculty are required to have a Master's degree in their major area of teaching responsibility. Successful teaching experience and, in some cases, work experience may be required.

**ACCOUNTING** - Master of Accountancy, MA/MS in Accounting, or MBA with a BA/BB/BS in Accounting required. CPA license preferred. Two years of business related work experience required. Successful collegiate teaching experience in accounting preferred. Ability to use technology in teaching and familiarity with basic online academic technology preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 12/20/91) (Rev. 5/4/93) (Rev. 5/3/99) (Rev. 5/5/00) (Rev. 5/4/15)

**ACCOUNTING SPECIALIST** - Master of Accountancy, MA/MS in Accounting, or MBA with a BA/BB/BS in Accounting required. CPA license preferred. Two years of business related work experience required. Successful collegiate teaching experience in accounting preferred. Ability to use technology in teaching and familiarity with basic online academic technology preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 12/20/91) (Rev. 5/4/93) (Rev. 5/4/15)

**ADULT BASIC EDUCATION** - Master's degree in Adult Education with a minimum of two courses in reading instruction and two semesters of documented experience teaching Adult Basic Education (Level 0-8.9) to adults whose educational attainment is less than postsecondary level is required. (Rev. 5/1/88) (Rev. 5/4/93)

**OR**

Master's degree in a related field with a minimum of two courses reading instruction and two semesters of documented experience teaching Adult Basic Education (Levels 0-8.9) to adults whose educational attainment is less than postsecondary level is required. Completion of ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment. (Rev. 5/1/88) (Rev. 5/4/93) (Rev. 5/23/12) (Rev. 6/30/16)

**OR**

Bachelor's degree in elementary or special education and a minimum of 4 semesters of documented teaching experience required. Completion of ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment (Rev. 5/23/12) (Rev. 6/30/16)

All ABE candidates must:

- be able and willing to work with diverse adult population at the basic academic level;
- demonstrate oral and written English proficiency;
- demonstrate instructional technology proficiency for the classroom.

(Rev. 5/4/93) (Rev. 5/23/12)

**ADULT EDUCATION (INTEGRATED STUDIES)** – Master's degree in Adult Education with a minimum of two semesters documented experience teaching adults whose educational attainment is less than a postsecondary level. Teaching experience must have

been in one or more of the core academic areas (Language Arts, Math, Social Studies, or Science). Have current Illinois secondary teaching certification.

**OR**

Master's degree in a related field with a minimum of two semesters documented experience teaching adults whose educational attainment is less than a postsecondary level. Teaching experience must have been in one or more of the core academic areas (Language Arts, Math, Social Studies, or Science). Have current Illinois secondary teaching certification. ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment.

**OR**

Bachelor's degree with a minimum of four semesters documented teaching experience at the 6-12 grade level in one or more of the core academic areas (Language Arts, Math, Social Studies, or Science). Have current Illinois secondary teaching certification. ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment.

All candidates must:

- be able and willing to work with diverse populations;
- demonstrate oral and written English proficiency;
- demonstrate instructional technology proficiency for the classroom.

(new competency 5/23/12) (Rev. 6/30/16)

**AG ECONOMICS** - A Master of Science in Agriculture or Master of Education with specialization in Agriculture, or an equivalent degree, is required. High school or college teaching experience is preferred. Two thousand (2,000) hours of documented work experience in Agriculture or an Agriculture related industry required. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 11/13/85) (Rev. 5/1/88) (Rev. 5/3/99)

**AG MECHANIZATION** - A Master of Science in Agriculture or Master of Education with a specialty in Agriculture is required. Course work emphasis should be in the agriculture mechanization area. Two thousand (2,000) hours of documented work experience in agriculture mechanization required. Previous teaching experience in Agriculture Mechanics at the community college level preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/12/86) (Rev. 5/1/88) (This position is inactive for 1989-90.) (Rev. 5/1/89)

**AGRI-BUSINESS** - Bachelor's degree in Agriculture or in Education with a specialization in agriculture required. Master's degree preferred. Two thousand hours of documented work experience in agriculture required. Three to five years of teaching experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. Primary teaching assignment will be at the East Campus. (Position vacant since

December, 1985) (Position deleted) (Reinstated 5/3/99)

**AGRICULTURE MECHANICS** - (Position vacant since June, 1988.) Position deleted.

**AGRONOMY** - A Master of Science in Agriculture or Master of Education with a specialization in agriculture is required. Course work emphasis should be in agronomy in agriculture area. Two thousand (2,000) hours of documented work experience in agriculture or agribusiness is required. Three to five years of teaching experience in agriculture at the high school or community college level preferred. Work experience in crops, soils, and chemicals desirable. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/86) (Rev. 5/1/88) (This position is inactive for 1992-93.) (Rev. 12/20/91)

**ANIMAL SCIENCE** - A Master of Science in Agriculture or Master of Education with a specialization in animal science is required. Course work emphasis should be in the animal science area. Experience in livestock evaluation and selection required. Two thousand (2,000) hours of documented work experience in Agriculture or Agri-Business is required. Three to five years teaching experience in animal science at the high school or community college level is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/86) (Rev. 5/1/88)

**ANTHROPOLOGY**- M.A. or M.S. in anthropology required, with academic preparation to instruct anthropology. Successful college level teaching experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/27/97) (Rev. 5/16) (Rev. 4/28/22)

**APPRENTICE** - Bachelor's degree in ME, MT, or related technical discipline with a minimum of three years metal working trade experience; Journeyman certificate; or no Journeyman certificate and eight years of documented metal working skilled trade experience. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88) (Rev. 5/1/89) (Rev. 5/3/99)

**APPRENTICESHIP PIPE TRADES** - Must have journeyman status with the Plumbers and Pipefitters and have completed training standards as required by LU25 JAC and the U.S. Department of Labor. Additional requirements such as having Illinois and Iowa plumbing licenses and STAR certification may also apply. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 9/27/07)

**ART** - Master's degree in Art or Fine Art (M.A./M.F.A.) with emphasis in fine arts studio disciplines, interdisciplinary studies or animation, visual communication or web design required. Ability to instruct studio courses and art appreciation courses required. Teaching experience in Art at the secondary or post-secondary level is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/18/84) (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 12/13/99) (Rev. 10/27/2020)

**ART HISTORY** - M.A., M.F.A. or Ph.D. in Art History required. Emphasis on Non-Western Art and studio art preferred. Teaching experience in art appreciation and art history courses preferred. Must possess demonstrated oral English proficiency for classroom

instruction. (New Position 9/18/84) (Rev. 5/1/88) (Rev. 10/27/2020)

**ASSOCIATE DEGREE NURSING** - Master's degree with a major in nursing, current registered nurse license and eligible for licensure in Illinois, with at least two years of experience in clinical nursing practice is required. Teaching experience for at least one year is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/12/86) (Rev. 5/12/87) (Rev. 5/1/88) (Rev. 6/28/93) (Rev. 5/1/95)

**AUTO MECHANICS** - Bachelor of Science in Industrial Technology with course work specialization in auto mechanics, and/or a minimum of five years work experience in the auto mechanics field is required. At least two years of work experience in auto mechanics is required. Previous teaching experience in Auto Mechanics at the community college level preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88)

**AUTOMOTIVE TECHNOLOGY/DOC PROGRAM** - Bachelor's degree in Auto Mechanics or its equivalent in demonstrated professional competence in automotive maintenance. ASE certifications and two years experience in automotive maintenance preferred. Teaching and/or work experience in an adult correctional facility is desirable. Must have 2,000 hours documented work experience in automotive maintenance field. Must possess demonstrated oral English proficiency for classroom instruction. Must also pass drug screening and background investigation. Annual T.B. Test administered. (Rev. 5/1/88) (Rev. 5/1/89) (Rev. 5/1/91) (Rev. 5/4/93) (Position deleted effective 7/01/02)

**BIOLOGY** - Master's degree in the Biological Sciences required. Teaching experience and background in zoology, microbiology, botany, or physiology may be required depending upon the position opening. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 12/20/91)

**BROADCASTING** - M.A. or M.S. in Radio-Television is required; some commercial experience preferred; academic preparation for teaching selected speech courses may be required. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88)

**BUSINESS ADMINISTRATION** - Master's degree in Business Administration required. Diversified academic credentials in business administration preferred. Two years of relevant and documented work experience required. Teaching experience in related subjects preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/14/85), (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/4/93) (Position deleted effective 4/15/04)

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT PROGRAM COORDINATOR** - Registered occupational therapist with current Illinois license. Two years experience as an OTR. Teaching experience required; administrative experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/27/97) (Position deleted 6/9/05)



**CHEMISTRY** - M.S. or M.A. in Chemistry is required. Teaching experience and industrial experience in chemistry is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/05/00)

**CHILD DEVELOPMENT** - Master's degree with a major in one or a combination of the following: Child Development, Early Childhood Education, or Elementary Education with a major/emphasis in Early Childhood is required. A minimum of three years of prior successful experience in working with children of preschool age is required. One year of successful experience in the management of preschool/day care or Illinois Director's Credential is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/4/93) (Rev. 5/31/13)

**COMPUTER INFORMATION PROCESSING** - Bachelor's degree in Computer Science or a Bachelor's degree in IT, Computer Information Systems, or closely related field required. Master's degree in a related field preferred. Required experiences are the ability to program in the computer programming languages currently being taught at the college; knowledge of software applications and database management; two years of documented successful recent IT-related work experience. Teaching experience is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/14/85) (Rev. 5/12/87) (Rev. 5/1/88) (Rev. 12/21/91) (Rev. 5/27/93) (Rev. 5/13/09) (Rev. 10/27/20)

**COMPUTER SCIENCE** - Master's degree in Computer Science with two years of recent programming experience in business using current programming languages is required. Required experiences are the ability to program in the computer programming languages currently being taught at the college and knowledge of software applications, web development and database management. Experience in teaching Computer Science is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/18/84) (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 6/11/03) (Rev. 5/05/14)(Rev. 5/3/2021)

**COMPUTER SCIENCE APPLICATIONS** - Master's degree in Computer Science, Computer Education, or Instructional Technology; two years of documented teaching or work experience with computer applications or programming preferred

**OR**

Master's degree in closely related field with at least two years of documented teaching or work experience with computer applications or programming required. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 12/1/99) (Rev. 6/11/03) (Rev. 4/15/04)

**COMPUTER TECHNOLOGY/DOC PROGRAM** - Bachelor's degree in Computer Science or related field with proficiency in COBAL, Basic, WordPerfect 5. 1, Lotus 123, Dbase III and IV required. Two years programming experience or two years computer teaching experience preferred. Teaching experience and/or work experience in an adult correctional facility is desirable. Must have 2,000 hours documented work experience in

data processing field. Must possess demonstrated oral English proficiency for classroom instruction. Must also pass drug screening and background investigation. Annual T.B. Test administered. (Rev. 5/1/88) (Rev. 5/1/89) (Rev. 5/4/93) (Position deleted effective 7/01/02)

**CONSTRUCTION OCCUPATIONS/DOC PROGRAM** - Two years experience with building trades including basic construction, carpentry framing and finishing, blueprint reading, masonry, plumbing, electrical, painting and decorating, and building maintenance required. Knowledge of materials purchasing, acquisition, and control required. Teaching experience and/or work experience in an adult correctional facility is desirable. Must have 2,000 hours documented work experience in building trades. Must possess demonstrated oral English proficiency for classroom instruction. Must also pass drug screening and background investigation. Annual T.B. Test administered. (Rev. 5/1/88) (Rev. 5/1/89) (Rev. 5/1/91) (Rev. 5/4/93) (Position deleted effective 7/01/02)

**COUNSELOR** - The following are required: M.A. or M.S. in Counseling/Guidance, Counseling Psychology, and/or Student Development/Personnel Services; counseling experience and/or a supervised counseling practicum; experience and/or training in teaching career planning and exploration courses and conducting workshops. It will be necessary to demonstrate competency in counseling skills and that knowledge has been sufficiently kept up-to-date through employment in the field and/or recorded formal coursework/professional study. Must possess demonstrated oral English proficiency for classroom instruction. Must possess demonstrated writing skills. (Rev. 5/14/85) (Rev. 5/1/88) (Rev. 5/1/91) (5/4/94) (Rev. 5/1/95) (Rev. 5/10/02)

**CUSTODIAL MAINTENANCE/DOC** - (New position 1/2000) (Position deleted effective 7/01/02)

**DEVELOPMENTAL MATHEMATICS** - M.A. or M.S. in Mathematics or Mathematics Education (secondary level or higher), or a Master's in education degree which includes, or has been supplemented with, at least twelve hours of graduate level mathematics or statistics is required; has experience in working with students in developmental mathematics; is aware of the learning issues associated with special needs students. Completion of a teacher education program is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/91) (Rev. 12/20/91) (Rev. 5/13/09)

**DRAFTING** - Master's degree in ME, MT, or a related technical discipline; or Bachelor's degree in ME, MT, or a related technical discipline with two years of related industrial experience; or Associate's degree in ME, MT, or a related technical discipline with a minimum of four years of industrial experience; or no degree with a minimum of eight years of related industrial experience. Industrial experience must include computer aided drafting (CAD) and design (CADD) experience. Background should include some of the following: applications of descriptive geometry, geometric tolerancing, principles of statics and strength, tool design, die design, architectural drafting, and blueprint reading. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88) (Rev. 5/3/99)

**EARTH SCIENCE** - M.S. in Earth Science, Geography, or Geology is required; field or work experience is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88)

**ECONOMICS** - Master's degree in Economics required. Teaching and/or work experience in Economics or related field preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 5/4/93)

**ELECTRONICS/AAS DEGREE PROGRAM** - Master's degree in EE, EET, or a related technical discipline; or Baccalaureate degree in EE, EET, or a related technical discipline with a minimum of two years of related industrial experience; or Associate's degree in EE, EET, or a related technical discipline with a minimum of four years of related industrial experience; or no degree with a minimum of eight years of related industrial experience. Industrial experience should include design or maintenance of automatic process controls, microprocessor based systems, power distribution systems, digital controls, and high level machine language development for computer automated systems. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88) (Rev. 5/1/89)

**ELECTRONICS/CERTIFICATE PROGRAMS** - Bachelor's degree in EE, EET or closely related technical discipline with a minimum of two years of related technical experience; or Associate's degree in EE, EET, or a related technical discipline with a minimum of five years of directly related work experience; or no degree with a minimum of ten years of related industrial/technical experience. Experience should include engineering related activities, field service, or technical experience in the certificate degree with a minimum of ten years of related industrial/technical experience. Experience should include engineering related activities, field service, or technical experience in the certificate degree-oriented program. Must possess demonstrated oral English proficiency for classroom instruction. (5/1/88) (Rev. 5/1/89)

**EMERGENCY MEDICAL SERVICES (Program Director)** – Bachelor's degree in an appropriate medical or allied health education; Master's degree preferred. Must have a current Illinois license as an EMT, EMT-I, A-EMT, Paramedic, or Pre-hospital RN. A minimum of four years' experience in EMS or emergency care; two years' of documented teaching experience; and documented EMS classroom teaching experience. Must complete Illinois EMS Instructor Education Course and be a licensed EMS Lead Instructor or complete within 1 year of employment. Must possess demonstrated oral English Proficiency for classroom instruction. (New Position 5/1/99) (Rev. 4/15/04) (Rev. 5/18/10) (Rev. 4/28/22)

**EMERGENCY MEDICAL SERVICES (Instructor)** - Bachelor's degree in an appropriate medical or allied health education; Master's degree preferred. Must have a current Illinois license as an EMT, EMT-I, A-EMT, Paramedic, or Pre-hospital RN. A minimum of two years' experience in EMS or emergency care; and two years' of documented teaching experience. Must possess demonstrated oral English Proficiency for classroom instruction. (New Position 5/1/99) (Rev. 4/15/04) (Rev. 5/18/10) (Rev. 4/28/22)

**EMPLOYABILITY SKILLS** - Master's degree in Adult Education with a background in employment counseling, and two semesters of documented experience teaching basic academic skills and employability skills to adults whose educational attainment is less than postsecondary level is required. (Rev. 5/4/93) (Rev. 5/18/10)

**OR**

Master's degree in a related field with a background in employment counseling and two semesters of documented experience teaching basic academic skills and employability skills to adults whose educational attainment is less than postsecondary level is required. Two graduate courses in Adult Education theory must be completed within two years of initial employment. (Rev. 5/4/93)

All Employability Skills candidates must be able and willing to work with disadvantaged adults on the basic academic level, and demonstrate oral English proficiency for classroom instruction. (Rev. 5/4/93)

**ENGINEERING TECHNOLOGY** - Bachelor's degree required (or its equivalent in demonstrated professional competence), Master's preferred in engineering, manufacturing, or integrated technology discipline. Prior training or classroom instructional experience preferred. Manufacturing and other workplace experiences should include but not be limited to use of mills, lathes, tooling, metal fabrication, quality control, and CNC/CAD/CAM/CAPP programming. Experience with grant writing and School-to-Work and/or P-16 initiatives desirable. In addition to classroom duties, the instructor will assist with curriculum development, recruiting and advising students, maintaining and organizing laboratory equipment, and ordering supplies. Must possess demonstrated oral English proficiency for classroom instruction. (New position 6/9/05)

**ENGINEERING TECHNOLOGY: ELECTRICAL TRACK** - Bachelor's degree required (or its equivalent in demonstrated professional competence), Master's preferred in engineering, manufacturing, or integrated technology discipline. Prior training or classroom instructional experience preferred. Background in electrical and electronics principles and process control systems required. Ability to teach topics such as process controls, mechatronics, and sustainable energy required. Experience with grant writing and School-to-Work and/or P-16 initiatives desirable. In addition to classroom duties, the instructor will assist with curriculum development, recruiting and advising students, maintaining and organizing laboratory equipment, and ordering supplies. Must possess demonstrated oral English proficiency for classroom instruction. (New position 6/18/08)

**ENGINEERING TECHNOLOGY: MANUFACTURING AND MECHANICAL TRACKS** - Bachelor's degree required (or its equivalent in demonstrated professional competence), Master's preferred in engineering, manufacturing, or integrated technology discipline. Prior training or classroom instructional experience preferred. Manufacturing and other workplace experiences should include but not be limited to use of mills, lathes, tooling, metal fabrication, quality control, and CNC/CAD/CAM/CAPP programming. Experience with grant writing and School-to-Work and/or P-16 initiatives desirable. In addition to classroom duties, the instructor will assist with curriculum development, recruiting and advising students, maintaining and organizing laboratory equipment, and ordering supplies. Must possess demonstrated oral English proficiency for classroom

instruction. (New position 6/18/08)

**ENGLISH** - Master's degree in English is required. Some courses and experience in teaching and writing are preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 12/20/91)

**ENGLISH AS A SECOND LANGUAGE** - Master's degree in TESOL and one (1) year of teaching experience in an intensive academic ESL program or Master's degree in a foreign language, speech, reading or English or related field or equivalent experience and at least three (3) graduate classes in TESOL with one (1) year of teaching experience in an intensive academic ESL program is required. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/27/97) (Rev. 3/7/04)

**ENGLISH AS A SECOND LANGUAGE (Adult Education)** - Master's degree in TESOL/TESL/TEFL/ESL or Linguistics and two semesters of documented experience teaching ESL to adult learners whose educational attainment is less than postsecondary level required. (Rev. 5/1/88) (Rev. 5/4/93) (Rev. 5/4/94) (Rev. 5/27/97) (Rev. 5/6/11) (Rev. 5/23/12)

**OR**

Master's degree in a related field with a Bachelor's degree in TESOL/TESL/TEFL/ESL or Linguistics and two semesters of documented experience teaching ESL learners required. ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment. (Rev. 5/6/11) (Rev. 5/23/12) (Rev. 6/30/16)

**OR**

Master's degree in a related field with a Bachelor's degree in Education; having a valid Illinois ESL Endorsement or equivalent and two semesters of documented experience teaching ESL learners required. ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment. (Rev. 5/1/88) (Rev. 5/4/93) (5/4/94) (Rev. 5/6/11) (Rev. 6/30/16)  
All ESL candidates must:

- be able and willing to work with adult minority populations on all levels;
- demonstrate oral and written English proficiency;
- demonstrate instructional technology proficiency for the classroom.

(Rev. 5/4/93) (Rev. 5/4/94) (Rev. 5/6/11)

**EQUESTRIAN SCIENCE** - Bachelor of Science in Equine Science or Bachelor of Science in Agriculture with specialization in Equine Science or an equivalent degree is required. Master's degree preferred. Course work emphasis should be in the equestrian science area. One to three years of experience in equitation instruction and/or training required. Two thousand (2,000) hours of documented work experience in Agriculture or an Agriculture related industry required. Must possess demonstrated oral English proficiency for classroom instruction. (New position 4/15/86) (Rev. 5/12/87) (Rev. 5/1/88)

**EQUINE SCIENCE** - Bachelor of Science degree in Equine Science or equivalent degree required. Formal coursework/training in equine science preferred. Minimum of one year equine instruction/training preferred. Two thousand (2,000) hours of documented work experience in equine industry required. Must possess demonstrated oral English proficiency for classroom instruction. (New position 1/29/97)

**FASHION MERCHANDISING** - Master's degree in Business Administration required. Emphasis in Fashion Merchandising or Merchandising at the undergraduate and/or graduate level required. Two years of documented fashion related work experience required. Teaching experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 5/4/93) (Position deleted effective 4/15/04)

**FITNESS** - M.A. or M.S. in physical education or related field required, background to build and manage Fitness Center preferred; strong oral, written and interpersonal communication skills required. Demonstrated experience in exercise physiology and in teaching in fitness- related areas preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/91)

**FOOD SERVICES/DOC PROGRAM** - Two years experience as a super-visor in food service establishments with knowledge of food service equipment, budgeting, sanitation, baking, meat cutting, and other aspects of food service technology required. Must be certified by State of Illinois as a "Food Service Manager's Sanitation Training Instructor," and must be certified instructor in CPR and Heimlich Maneuver. Teaching experience and/or work experience in an adult correctional facilities is desirable. Must have 2,000 hours documented work experience in food services. Must possess demonstrated oral English proficiency for classroom instruction. Must also pass drug screening and background investigation. Annual T.B. Test administered. (Rev. 5/1/88) (Rev. 5/1/89) (Rev. 5/1/91) (Rev. 5/4/93) (Position deleted effective 7/01/02)

**FOREIGN LANGUAGE** - M.A. in the languages taught and fluency required; traveling or living in the country where the language is spoken is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88)

**GENERAL EDUCATIONAL DEVELOPMENT (G.E.D.)** - Master's degree in Adult Education and two semesters documented experience teaching adult secondary education (Levels 9.0- 12.9) to adults whose educational attainment is less than postsecondary level is required. (Rev. 5/4/93)

**OR**

Master's degree in a related field of instruction and two semesters of documented experience teaching adult secondary education (Level 9.0-12.9) to adults whose educational attainment is less than postsecondary level is required. ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment. (Rev. 5/1/88) (Rev. 5/4/93) (Rev. 5/23/12) (Rev. 6/30/16)

**OR**

Bachelor's degree with a minimum of 4 semesters documented secondary teaching experience required. ICCB required professional development coursework to meet Standards Proficient Instructor criteria required within two years of initial employment.

(Rev. 5/23/12) (rev. 6/30/16)

All G.E.D. candidates must:

- be able and willing to work with a diverse adult population on all levels;
- demonstrate oral and written English proficiency;
- demonstrate instructional technology proficiency for the classroom.

(Rev. 5/4/93) (Rev. 5/23/12)

**GENERALIST AGRICULTURE** - Bachelor of Science degree in Agriculture or Bachelor of Science in Education with a specialization in Agriculture required. Master's degree in Agriculture preferred. High school or college teaching experience preferred. Two thousand (2,000) hours of documented work experience in agriculture or agriculture related industry required. Experience in offering programs and courses for adult learners preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New position 11/13/85) (Rev. 5/1/88) (Rev. 5/1/89)

**HEALTH, PHYSICAL EDUCATION, AND RECREATION** - M.A. or M.S. in Physical Education is required. Teaching experience and background in physiology of exercise, sport skills, health and safety, first aid, aquatics, and recreation are required depending upon the position opening. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 5/4/93) (Rev. 5/1/95)

**HEALTH INFORMATION MANAGEMENT** - Candidates for this position must meet one of the following criteria: Master's Degree in a Health Information Services area or Nursing with 2 years documented experience in medical transcription, billing and/or coding; Bachelor's degree in a Health Information Services area or Nursing with 4 years documented experience in medical transcription, billing and/or coding; or an Associate's Degree with 6 years documented experience in medical transcription, billing and/or coding. (New position 6/11/03)

**HISTORY** - M.A. or M.S. in history required. Successful college level experience teaching introductory history courses preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/4/93) (Rev. 5/27/97) (Rev. 5/10/02) (Rev. 4/15/04) (Rev. 5/16)

**HORSE SCIENCE** – Bachelor's degree in Agriculture (or Bachelor's of Education) required with specialization in Horse Science or Equine Studies preferred. Master's degree in Agriculture, Horse Science, or Equine Studies preferred. Experience in horse selection and evaluation required. Two thousand (2,000) hours of documented work experience in agriculture or agribusiness is required. Three to five years teaching experience in agriculture at the high school or community college level preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/86) (Rev.

5/1/88) (Rev. 6/9/05)

**HORTICULTURE** – Bachelor’s degree in horticulture OR in agriculture or education with specialization in horticulture OR equivalent degree is required. Master’s degree preferred. Two thousand (2,000) hours of documented work experience in the horticulture industry is required. Teach experience is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New position 1/29/97)

**HORTICULTURE/DOC PROGRAM** - Bachelor's degree in Horticulture or its equivalency and two years professional experience in horticulture or landscaping. Must have or obtain Illinois State Pesticide License and be able to prepare students to take Illinois Pesticide exam. Teaching experience and/or work experience in an adult correctional facility is desirable. Must have 2,000 hours documented work experience in horticulture. Must possess demonstrated oral English proficiency for classroom instruction. Must also pass drug screening and background investigation. Annual T.B. Test administered. (Rev. 5/1/88) (Rev. 5/1/89) (Rev. 5/4/93) (Position deleted effective 7/01/02)

**LAW ENFORCEMENT/CRIMINAL JUSTICE** - Master's degree in Criminal Justice, Law Enforcement Administration, or Public Affairs/Administration. Three years of experience as criminal justice practitioner in law enforcement, courts, or correctional fields required; five years preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/31/13).

**LEARNING SKILLS COUNSELOR** - A Master's degree in Counseling, Psychology, Student Development/Personnel Services, Sociology, or Social Work is required. Two years of demonstrated successful experience in the following areas preferred: counseling, admission procedures, federal, state, and private sources of financial aid, teaching, conducting workshops, and up-to-date knowledge of problems and issues pertaining to students with disabilities, limited English speaking, academically and economically disadvantaged students in higher education. Must possess demonstrated oral English proficiency for classroom instruction. Must possess demonstrated writing skills. (Rev. 9/5/84) (Rev. 5/14/85) (Rev. 5/1/88) (Rev. 5/10/02) (Rev. 9/27/07)

**LIBRARIAN** - M.A. or M.S. in Library and Information Science from an American Library Association accredited college is required. Preparation in specialized areas may be required depending on the needs of the library. Experience working with Association of College and Research Libraries Information Literacy Competency Statement for Higher Education, or other competency standards. Experience teaching students to use electronic and print resources in traditional and electronic classroom settings. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 5/1/91) (Rev. 4/15/04) (rev. 5/05/14)

**LOGISTICS AND WAREHOUSING** - Bachelor's degree required (or its equivalent in demonstrated logistics and warehousing professional competence). Must have a logistics and warehousing industry background in management, frontline supervision, maintenance, operations, or training positions. Must possess demonstrated oral English proficiency for classroom instruction. (New position 9/27/07) (Rev. 5/6/11)



**MACHINE TOOL** – Bachelor’s degree in ME, MT, IT, MET, or a related technical discipline with a minimum of two years of appropriate industrial work experience; Journeyman’s certificate in the metal working trades; or an Associate’s degree with a minimum of four years of appropriate industrial work experience. The appropriate work experience should include tool room or metal working manufacturing facilities experience, basic manufacturing processes, operation of engine lathes, vertical mill, horizontal mill, surface grinder, boring mill, drill press, cylindrical grinder with bench work layout, inspection and measurement, and capability of programming and operating CNC machine tools. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88) (Rev. 5/3/99)

**MANAGEMENT-MARKETING** - Master's degree in Business Administration required. Emphasis in Business Administration and/or Marketing/Retailing/Sales required. Two years of documented mid-management or marketing/retailing/sales experience required. Teaching experience in related subjects preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/12/87) (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/4/93)

**MANUFACTURING** - Master's degree in ME, MT, IE or a related technical discipline; or a Bachelor’s degree in ME, MT, IE, MET, or a related technical discipline with a minimum of two years of related industrial experience; Journeyman’s certificate in the metal working trades; an Associate's degree in ME, MT, IE, or a related technical discipline with a minimum of four years of related industrial experience; or no degree with a minimum of eight years of related industrial experience. Industrial experience should include some of the following: tooling, metal fabrication, computer programming in CNC, CIM, CAPP, CAD/CAM, robotics and production. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88) (Rev. 5/3/99)

**MASSAGE THERAPY AND BODYWORK** – Licensed Massage Therapist (LMT) and National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) required. Minimum of two years of experience in the massage therapy field required. (New position 6/9/05)

**MATHEMATICS** - A master’s degree in mathematics, applied mathematics, or statistics is required—except as noted below. At least 18 graduate semester hours in pure mathematics, applied mathematics, and/or statistics are required—except as noted below. A master’s degree in mathematics is preferred. To teach Calculus I or any course with Calculus I or II as a prerequisite, at least 18 graduate semester hours in pure mathematics is required—including real analysis or equivalent. To teach statistics for general education, math for general education, or math for elementary education, a master’s degree in math education is acceptable. Successful teaching experience at the secondary or college level is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/3/99) (Rev. 5/13/09) (Rev. 5/18/10) (Rev. 5/1/22)

**MECHANICAL DESIGN** - Master's degree in ME, MT, or a related technical discipline; or Baccalaureate degree in ME, MT, or a related technical discipline with a minimum of two years of related industrial experience; or Associate's degree in ME, MT, or a related

technical discipline with a minimum of four years of related industrial experience; or no degree with a minimum of eight years of related industrial experience. Industrial experience should include machine design and computer applications in design and manufacturing together with work experience requiring knowledge of heat treatment, metallurgy, statics, and strength of materials, industrial safety, hydraulic and pneumatics, CAD/CAM, and engineering economics. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88)

**MECHANICS** - Bachelor of Science in Industrial Related degree with work specialization in mechanics required or Bachelor of Science in Agriculture with coursework specialization in mechanics required. At least two years of work experience in either Agricultural or Automotive Mechanics required. Previous teaching experience in Mechanics at the community college level preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 3/1/84) (Rev. 5/1/88) (Rev. 5/27/97) (Rev. 6/9/05)

**MEDICAL ASSISTING** - Certified Medical Assistant or eligible for certification. Bachelor's degree and a minimum of two years work experience in clinicals/hospitals/doctor's offices required. Teaching experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/27/97) (Position deleted 6/9/05) (Program reinstated and revised 5/13/09)

**MUSIC** - M.A. or M.S. or M.M. in music is required; experience in directing choral or instrumental ensembles may be required depending on the position opening. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88)

**NETWORKING/ITS** - Bachelor's degree or equivalent in computer technology or closely related technical discipline required; Master's degree desired. Industry certifications desired: e.g. CEH (Certified Ethical Hacker), CISM (Certified Information Security Manager), CISSP (Certified Information Systems Security Professional), CISA (Certified Information Security Auditor), MSCE (Microsoft Certified Systems Engineer), MCP (Microsoft Certified Professional), MSCDT (Microsoft Certified Desktop Support Technician), CCNA (Cisco Certified Network Associate), CCAI (Cisco Certified Academy Instructor), Cisco CyberOps, Palo Alto Networks Certified Security Engineer (PCNSE), CompTIA A+, Network+, Security+, Linux+, etc. A minimum of two years of documented current related technical experience required. Experience must include security administration/analyst/engineer/auditor, PC and network installation, PC repair/maintenance, network administration/repair/maintenance, current PC and network operating systems. Must possess demonstrated oral English proficiency for classroom instruction. (New position 6/1/98) (Rev. 12/13/99) (Rev. 4/15/04) (Rev. 5/13/09) (Rev. 5/4/15) (Rev. 10/27/20)

**NURSING** - Master's degree with a major in nursing is required. Faculty must have a current registered nurse license and have eligibility in Illinois and Iowa. At least two years of experience in clinical nursing practice is also required. Experience in medical-surgical area and one year of prior teaching is preferred. Ability to teach across the Black Hawk College nursing program (CNA, LPN, ADN) is preferred. The person must demonstrate successful oral English proficiency for classroom instruction. (New position 6/9/05)

**NURSING ASSISTANT** - Registered nurse with current Illinois nursing license required. One year of clinical experience in long-term care nursing required. Teaching experience required or completion of Illinois Department of Public Health training program required prior to employment. Must be approved by the Illinois Department of Public Health for theory instruction, clinical instruction, and Alzheimer's content. (New Position 12/20/91) (Rev. 5/27/97)

**OFFICE CAREERS** - Master's degree in Business Education, Instructional Design and Technology, Business Administration, Education or other related business field required. Bachelor's degree in Business Education, Business Teacher Education, Workforce Education and Development (with specialization in business education), or a business related field. One year of high school or college teaching required in the business area. Knowledge of current microcomputer software applications required. Skill in teaching Keyboarding, Business Communication, Office Management, Administrative Office Procedures, Data Entry, and Records Management – all or a majority of these preferred. Two years of documented successful office work required. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/14/85) (Rev. 5/1/88) (Rev. 12/21/91) (Rev. 5/4/93) (Rev. 5/27/93) (Rev. 6/11/03) (Rev. 4/15/04) (Rev. 5/18/10) (Rev. 5/23/12) (Rev. 6/15/17)

**OFFICE CAREERS (ABE)** - Master's degree with a major in Business Education; three years of office experience; two semesters of documented experience teaching adults whose educational attainment is less than postsecondary level is required. Two additional graduate courses in Adult Education theory must be completed within two years of initial employment. (Rev. 5/1/88) (Rev. 5/4/93) (Rev. 5/4/94)

**OR**

Master's degree in related field with a Bachelor's degree in Business Education; three years of office experience and two semesters of documented experience teaching adults whose educational attainment is less than postsecondary level is required. Two graduate courses in Adult Education theory must be completed within two years of initial employment. (Rev. 5/1/88) (Rev. 5/4/93)

All Office Career candidates must be able and willing to work with disadvantage adults on all levels, and demonstrate oral English proficiency for classroom instruction. (Rev. 5/4/93)

**OPTIONAL EDUCATION** - Bachelor's degree and current Illinois Secondary Education certification with a minimum of two semesters documented teaching experience at the secondary level required. Master's degree is preferred. (Rev. 5/23/12)

Optional education candidates must:

- be able and willing to work with a diverse population of students between the ages of 16 to 21.
- demonstrate oral and written English proficiency
- demonstrate instructional technology proficiency for the classroom.

(New Position 3/12/01) (Rev. 5/23/12)

**PHILOSOPHY** - M.A. in philosophy is required; some college teaching experience is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88)

**PHYSICAL THERAPIST ASSISTANT ACADEMIC CLINICAL COORDINATOR-**  
Physical Therapist or Physical Therapist Assistant with current Illinois license required. A minimum of three years full time post licensure clinical practice with either two years' experience as a Center Coordinator of Clinical Education/Clinical Instructor OR two years' experience in teaching, curriculum development, and administration in a PTA education program. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 12/20/91) (Rev. 6/9/05) (Rev. 5/4/15)

**PHYSICAL THERAPIST ASSISTANT PROGRAM DIRECTOR** - Physical Therapist with a Master's Degree; current Illinois license required with a minimum of five years post-licensure experience including three years full time clinical experience. Nine credits of coursework in educational foundations. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 12/20/91) (Rev. 5/4/15)

**PHYSICS AND ENGINEERING** - M.S. in physics required with additional work in general engineering and/or astronomy required; work experience is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/18/84) (Rev. 5/1/88) (Rev. 12/20/91)

**POLITICAL SCIENCE-** M.A. or M.S. in political science or M.P.A. in public administration required. Successful college level experience teaching introductory political science courses preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/4/93) (Rev. 5/27/97) (Rev. 5/10/02) (Rev. 4/15/04) (Rev. 5/16) (Rev. 5/14/18)

**PRACTICAL NURSING** - Baccalaureate degree with a major in nursing combined with one year successful practice as a registered nurse within the past three years is required. Teaching experience preferred. Current Illinois registered nurse license is required. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/1/88) (Rev. 12/20/91)

**PSYCHOLOGY** - M.A or M.S. in psychology required, degree type and area dependent on position being filled. Successful experience in teaching or an appropriate, non-teaching professional position preferable. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/7/84) (Rev. 5/1/88) (Rev. 5/16)

**READING** - Master's degree in reading is required. Teaching experience with adult students is preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/27/97)

**RESPIRATORY THERAPY** - Registered Respiratory Therapist (RRT) credential combined with two years of experience within the past three years as a respiratory therapist required. Teaching experience required. Must possess demonstrated oral English

proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/1/88) (Rev. 12/20/91)  
(Position deleted 6/9/05)

**RESPIRATORY THERAPY DIRECTOR OF CLINICAL EDUCATION** - Registered Respiratory Therapist (RRT) with a minimum of four years full-time experience in respiratory therapy and two years teaching experience in a respiratory therapy program accredited by the Committee on Allied Education and Accreditation is required. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/1/88) (Position deleted 6/9/05)

**RESPIRATORY THERAPY PROGRAM COORDINATOR** - Registered Respiratory Therapist (RRT) with a minimum of four years full-time experience in respiratory therapy with two years teaching experience in a respiratory therapy program accredited by the Committee on Allied Health Education and Accreditation required. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/14/84) (Rev. 5/1/88) (Rev. 5/3/99) (Position deleted 6/9/05)

**SOCIOLOGY**- M.A or M.S. in sociology required, degree type and area dependent on position being filled. Successful experience in teaching or an appropriate, non-teaching professional position preferable. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/7/84) (Rev. 5/1/88) (Rev. 5/16)

**SPEECH** - Master's degree in speech communication, speech studies, or related field required, with experience in teaching public speaking preferred. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 5/1/88) (Rev. 12/20/91) (Rev. 5/4/94) (Rev. 12/13/99)

**TECHNICAL/APPLIED MATH** - Master's degree in mathematics, EE, EET, MT, or a related technical discipline; or Baccalaureate degree in mathematics, EE, EET, MT, or a related technical discipline with a minimum of two years related industrial experience; or Associate's degree in mathematics, EE, EET, MT, or a related technical discipline with a minimum of four years related industrial experience in applied math; or no degree with a minimum of eight years of related industrial experience, a considerable portion of which includes applied math through calculus. The applied mathematics should relate to shop fabrication, geometry of layout, blueprint, algebraic solution techniques, trigonometry, and calculus of simple systems in mechanical and/or electrical technologies. Must possess demonstrated oral English proficiency for classroom instruction. (Rev. 9/4/84) (Rev. 5/1/88)

**THEATRE** - Master's degree in theatre is required with a minimum of nine (9) semester hours in Speech. Should demonstrate experience and/or competency in teaching an Intro to Theatre course and/or a Principles of Speech course. Should demonstrate training and competence in technical theatre and production. Instructional experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New Position 5/27/97) (Rev. 5/10/02)

**TRANSFER CENTER COUNSELOR** - The following are required: MA or MS in Counseling/Guidance, Counseling Psychology, and/or Student Development/Personnel Services; counseling experience and/or a supervised counseling practicum; experience

and/or training in career planning and exploration; experience in admission procedures, teaching, conducting workshops, and up-to-date knowledge of problems and issues pertaining to transfer and articulation. Must possess demonstrated oral English proficiency for classroom instruction. Must possess demonstrated writing skills. (New 5/5/96) (Rev. 5/10/02)

**VETERINARY ASSISTING** - Doctor of Veterinary Medicine, or Master of Science in Animal Science with an emphasis in small animals, or a Bachelor of Science in Veterinary Technology with two years of experience and AVMA certification is required. Must possess English proficiency for the classroom. (New 5/05/14)

**VETERINARY TECHNOLOGY** - Doctorate of Veterinary Medicine (or equivalent) or Certified Veterinary Technician (or equivalent) from an AVMA-accredited program with a current Illinois license required. A minimum of two years of experience in a clinical setting required. Teaching experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New 5/05/14)

**VETERINARY TECHNOLOGY PROGRAM DIRECTOR** – Doctorate of Veterinary Medicine (or equivalent) or Certified Veterinary Technician (or equivalent) from an AVMA-accredited program with a current Illinois license required. One year clinical experience within the past three years required. Teaching and administrative experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New 5/05/14)

**WELDING** - Bachelor's Degree or Associate's Degree in welding trades, ag, mechanics, industrial technology, or related field, or accredited trade/technical program completion in welding with a minimum of five years industry welding experience or no degree with eight years of industry welding experience. Experience should include Arc, Mig, Tig, Oxyacetylene Welding and Cutting. CWI or CWE preferred or ability to certify within 3 years required. Teaching experience and/or training experience preferred. Must possess demonstrated oral English proficiency for classroom instruction. (New position 5/23/12)