The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION

DISABLED STUDENTS PROGRAM & SERVICES INSTRUCTOR
Job #FCF811

STARTING DATE
August 12, 2009

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties.

Conduct evaluation of student skills level and provide individual instruction to community college students with disabilities in a computer lab setting.

Instruct students with disabilities, including, but not limited to, the following subject areas: learning strategies, basic skills improvement, word processing, and adaptive computer technology.

Work directly with Disability Support Services staff as liaison to the library, instructional programs and other campus computer centers regarding the use and availability of assistive technologies.

Participate in curriculum development and serve on division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.

Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Maintain formal office and campus hours; participate in department and division meetings.

Teach scheduled classes and perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college and division policies in the performance of duties.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.

Work cooperatively with staff and students.

Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS

Master’s degree in the category of disability, special education, education psychology, educational psychology, or rehabilitation counseling; AND fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to: learning disabilities, developmental disabilities, deaf and hearing impaired, physical disabilities; or adapted computer technology; OR

Valid California teaching credential authorizing service in a community college in the appropriate subject matter area; OR

The equivalent. Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in the field as determined by the District Equivalency Committee.

All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIRABLE QUALIFICATIONS

Experience in Adaptive Computer Lab instruction (i.e., learning strategies, word processing, basic skills) with post-secondary students with disabilities.

Knowledge of and experience in the use of assistive and adaptive technologies.

Experience working with students with disabilities including learning disabilities, hearing impaired, psychologically disabled, mobility impaired, developmentally delayed, acquired brain injured, visually impaired, speech and language impaired and other health impaired.

Familiarity with Universal Design for Learning principles.

Experience teaching faculty and staff about adaptive and assistive technologies.

Familiarity of current legislation dealing with students with disabilities in the post-secondary setting.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

SALARY

The initial salary placement range is $55,380 - $63,644 depending on applicable education and experience. Initial salary placement will be determined by the District Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #FCF811 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu or email requests to hr@nocccd.edu or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background, teaching experience and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment information regarding evaluation of foreign degrees.
5. Copy of relevant California Community College Credential (if applicable).

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered incomplete. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.