6. **SEPARATE** list of three references, including current addresses and telephone numbers of both colleagues and current supervisors. (This is in addition to the references section of the application; references may be the same)

7. **SEPARATE** list of tests qualified to administer.

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 an incomplete application. 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.

Submit application package to:

**NOCCCD – Human Resources**

1830 W. Romneya Dr.

Anaheim, CA 92801

**DEADLINE FOR APPLICATIONS**

Application package must be received by 5:00 pm, February 5, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

**SELECTION PROCESS**

The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a teaching presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4621 at least three (3) business days in advance of the scheduled examination date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

SCE – “Change. Cultivated.”

Established in 1930, the North Orange County Community College District (SCE) is the fourth largest community college-based continuing education community education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, gain employable skills, and prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and literacy programs), English as a second language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of community services courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills and financial planning.

SCE serves 40,000 students annually, ranging from preschoolers to seniors, at three center locations in Anaheim, Cypress, and Westminster (Fullerton) as well as 100 off-site locations. Accredited by the Accrediting Commission on Schools division of the Western Association of Schools and Colleges and part of the California Community College System, all SCE courses are approved by the State of California. More information on SCE programs can be found at www.sce.edu. NOCCCD’s School of Continuing Education – Change, Cultivated.

For further information about the position contact:
Denise Simpson – Director, DSPS
dsimpson@sce.edu

**NOCCCD – “Greatness. Achieved.”**

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premier colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness, Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Dofoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

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
NON-CREDIT COUNSELOR/ DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

JOB #SCF977
Tenure-track position, 100% contract

STARTING DATE
July 1, 2014

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 in accordance with operational needs.

Administer and interpret cognitive and academic assessments to determine students’ eligibility for disability per Title V Regulations, including the Implementing Guidelines.

Counsel students with disabilities regarding their personal, educational, and independent living goals, personal life management and decision making.

Meet with current students to assure progress on educational plans and prepare for transition.

Meet with students in regard to success plans, personal challenges, and refer to other agencies as needed.

Develop and maintain liaison with community resources, other SCE programs, campus resources and local school staff regarding services available to students with disabilities.

Use technology to manage Student Educational Plans, course placements and access student information.

Conduct outreach activities including public speaking; development and produce informational publications.

Work cooperatively with staff and students.

Work cooperatively to develop and expand the school to work transition program.

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 formal campus hours; participate in department and division meetings.

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, degree audit system) as necessary to perform duties in an efficient, organized and timely manner.

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.

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.

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

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

MINIMUM QUALIFICATIONS

Master’s in rehabilitation counseling; OR

Master’s in special education AND twenty-four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; OR

Master’s in counseling, guidance, student personnel, psychology, career development, or social welfare; AND either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, OR two years of full-time experience, or the equivalent, in one or more of the following: (a) counseling or guidance for students with disabilities OR (b) counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities, OR

Valid California counseling 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). The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS

Bilingual.

Demonstrated knowledge and competency in working with students with disabilities, including developmental disabilities, psychological disabilities, mobility impaired, speech and language impaired, or other health impairments. Emphasis on students with intellectual disabilities and autism.

Training and experience in administering and scoring achievement and intelligence tests including Standard Progressive Matrices, and Woodcock Johnson.

Demonstrated knowledge and experience in the uses of assistive technology.

Demonstrated experience collaborating with community agencies including K-12, Department of Rehabilitation, Regional Center, Adult Mental Health, etc.

Demonstrated experience working with the District’s student with intellectual disabilities and autism.

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 for information regarding evaluation of foreign degrees.
5. Copy of relevant California Community College Credential (if applicable).

SALARY

The initial salary placement range is $61,076 - $92,468 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 #SCF977 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.

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). The award of all degrees must be verifiable on a legible transcript.