AN OPPORTUNITY FOR A PERMANENT, PART-TIME POSITION

Applications are now being accepted for the probationary, tenure-track position of part-time .6 Disability Specialist for the Disabled Students Programs and Services at Los Angeles Mission College.

This is a permanent part-time position, 21 hours per week (may include some evenings) with employee benefits. The starting date for this position is tentatively scheduled for October 15th 2007. The salary is commensurate with the candidate’s academic and professional qualifications and will be determined by the Los Angeles Community College District.

| Minimum Qualifications: Responsibilities: Desired Qualifications |

Minimum Qualifications
Applicants for this position must show evidence of the following qualification:

1. Possession of a master’s degree in rehabilitation counseling: or
2. Possession of a master’s degree in special education with 24 or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, career development or social welfare; or
3. A master’s degree in counseling, guidance, student personnel, psychology career development, or social welfare AND either 12 or more semester units in upper division or graduate level coursework specifically in counseling OR rehabilitation of individuals with disabilities, or two years of full-time experience in one or more of the following:
   a. Counseling/guidance for students with disabilities; or
   b. Counseling and/or guidance for person with disabilities in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the positions were predominantly or exclusively for persons with disabilities.
4. Ability to work in a multi-ethnic environment with students who have a variety of learning styles and disabilities.

Responsibilities
Provides a variety of professional services for student with a broad range of disabilities:

Determines student eligibility for DSPS programs and services; collect verification documents and maintains student and program records; assists in evaluation of students to determine appropriate accommodations; determines, recommends, and
facilitates support services and accommodations, instructs courses designated to meet the supportive educational needs of students with disabilities; meets scheduling needs at or off-campus sites, and /or at day, evening or weekends classes; communicates effectively(ally, by phone and in writing) with students faculty, staff, administration and staff, and community entities; provides consultation and support to faculty, administration and staff regarding compliance issues such as ADA and section 504 and 508 of the Rehabilitation Act of 1973; represents DSPS on committees addressing disability-related issues on the campus and in the communities that can assist in the mainstreaming of DSPS students; participates in the recruitment, selection, training, supervision, evaluation, and scheduling of graduate student trainees, student workers, and others who provide services to DSPS students; works closely and cooperatively with all members of the DSPS team to implement program goals and objectives; and performs other duties as assigned.

 Desired Qualifications

Knowledge of and ability to apply DSPS policies and procedures, California Education Code Regulations, and federal and state laws related to access issues in a community college setting.

Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Knowledge and experience working with adults who have disabilities, such as acquired brain injury, hearing impairment, learning disabilities, mobility impairment, psychological disability, development delay, speech and language disabilities, and visual impairments.

Knowledge of adaptive technologies that facilitate access to electronic information and educational programs for students with various disabilities, and of assistive technology that can assist in accommodating disability-related educational limitations.

Experience determining eligibility for DSPS through direct evaluation, by observation, or from careful review of documentation presented, as well as training in the proper use of various assessment techniques.

Demonstrated ability and willingness to work collaboratively with colleagues.

Bilingual Skills desired.

 Required Application Materials:
1. A detailed letter of application specifically addressing how you meet the minimum and desired qualification for this position.
2. Current resume
3. A one-page statement describing your approach to working with students with disabilities in a community college
4. Three recent letters of recommendation to include the names, position title, relationship, address, and phone numbers.
5. Completed Los Angeles Community College District Job application form which can be found on the district website at: www.laccd.edu
6. Copies of unofficial transcripts for all colleges attended (note: official transcripts will be required at the time of hiring).

**Material Deadlines**

To be considered by the committee, the District application and all supporting documentation must be received in the Dean of Student Services Office by 4p.m. on Tuesday, September 25th, 2007. All required application material must be received or the application package will be considered incomplete and will not be submitted to the screening committee. It is the applicant’s responsibility to ensure that all application materials are RECEIVED in the Students Services Office as indicated. All materials submitted becomes the property of Los Angeles Mission College

**SEND APPLICATIONS TO:**

David Green, Dean of Student Services
Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, Ca 91342

To obtain a job application form, go to LACCD website at [www.laccd.edu](http://www.laccd.edu) or contact;

Academics Selection Unit
Los Angeles Community College District
770 Wilshire Blvd.
Los Angeles, CA 90017
(213) 891-2000

For questions please call:
818.364.7701  David Green, Dean of Student Service
818.364.7734  Rick Scuderi, Director of DSP&S
Los Angeles Community College

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