



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

ALTERNATE MEDIA-HIGH TECH CENTER ACCESS SPECIALIST

DSPS DEPARTMENT
FULL TIME CONTRACT, TENURE TRACK (10 MONTHS)

The Grossmont-Cuyamaca Community College District is accepting letters of application for this academic position located at **Cuyamaca College**. While the current vacancy exists at **Cuyamaca College**, applicants should understand that they are subject to assignment to any District facility.

MINIMUM QUALIFICATIONS: APPLICANTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

- ❖ Master's 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**
- ❖ A current California Community College Credential that permits full time service as an Alternate Media-High Tech Center Access Specialist; **OR**
- ❖ The equivalent. If you are applying based on "the equivalent", you will need to complete an Equivalency Determination Form, located at <http://www.gcccd.edu/hr/Misc.PDF/EQUIVFRM.Full.Time.pdf>. This form must be submitted as part of the application procedures.

NECESSARY QUALIFICATIONS:

1. Demonstrated experience and ability to interpret articulate and implement variety of regulations, policies and procedures concerning community college. Disabled Student Program and Services (DSP&S). (i.e. American Disability Act Section 508; Family Education Rights and Privacy Act (FERPA); California Community college Title 5 Regulations; California Education Code).
2. Knowledge of Disabled Students Program and Services and its role and significance in higher education.
3. Demonstrated experience and ability in the application and use of access alternate media and adaptive technology.
4. Experience and ability to assist students with disabilities in the area of e-text, text on tape, closed captioning, Braille, and adaptive hardware and software packages.
5. Knowledge of access strategies for various types of electronic information, including distance education, web pages, and general computer technology.
6. Demonstrated ability to develop effective curriculum utilizing access technology.
7. Ability to develop and deliver presentations to professional committees and personnel.
8. Current knowledge of educational trends in the use and application of access technology.
9. Ability to provide assistance and work collaboratively with faculty in providing assistance and supportive services to students with disabilities.
10. Ability to assess current adaptive technology needs of the campus and assist in developing a campus access technology plan including online venues.
11. Ability to work collaboratively and professionally with colleagues.
12. Interact effectively with students with varying disabilities.
13. Demonstrated knowledge of supervisory techniques, theories, and practices.
14. Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

OTHER QUALIFICATIONS: Candidates will also be evaluated for qualifications in the following:

1. Knowledge and experience working with various disability groups.
2. Ability to liaison with other service agencies such as Department of Rehabilitation, The Blind Center, The Access Center, San Diego Regional Center, and Recordings for the Blind and Dyslexic.
3. Current and continued membership in professional organizations.
4. Willingness to participate in campus instructional and technology committees.
5. Demonstrated ability to communicate effectively both orally and in writing and professionally represent the college in the community.

GENERAL RESPONSIBILITIES: Under administrative leadership of an assigned administrator, it is the responsibility of the contract Alternate Media-High Tech Center Access Specialist to coordinate the technical and professional day-to-day operation of the High Tech Center, oversee the implementation of assistive technology throughout the campus; serves as a liaison between faculty, administration, campus computing facilities, and Disabled Students Programs and Services (DSPS); provide technical assistance and support to faculty and staff in regard to the use of alternate media and assistive computer technology to meet campus accessibility needs; train and direct High Tech Center personnel; encourage program members to maintain a constant standard of excellence and support the visions, missions, and values of the colleges and District. This position may include a combination of day and evening assignments, and is being offered by a college strongly committed to the "open door" concept serving a diverse student population. Faculty members will be expected to perform other duties consistent with their faculty job description as stated in the faculty contract.

INITIAL SALARY PLACEMENT RANGE: \$41,517 - \$71,685/Yr. per negotiated agreement

SALARY SCHEDULE RANGE: \$41,517 (Class I, Step 1) - \$88,292 (Class VII, Step 30)/Yr. per negotiated agreement

Initial placement is based upon academic preparation from an accredited college or university and professional experience. A maximum of nine (9) years of professional work experience may be granted upon review and approval. Placement will not be granted for hourly, part-time, practice, or cadet teaching. Candidates are encouraged to visit the District Employment Services Department website for a copy of the salary schedule which includes placement provisions.

STARTING DATE: Fall 2008. Pending successful completion of a required pre-placement physical.

APPLICATION PROCEDURES: Applicants must submit the following:

1. A letter of application addressing how the applicant specifically meets the qualifications and responsibilities.
2. District Application for Alternate Media-High Tech Center Access Specialist Position and Supplemental Questionnaire (available at website: <http://www.gcccd.edu>).
3. A current curriculum vitae addressing applicant's work history, academic and professional involvement, etc.
4. Copies of all college/university transcripts (official or unofficial) verifying degree(s) and/or course work.

In order to be considered for this position, all materials must be received in the **DISTRICT EMPLOYMENT SERVICES DEPARTMENT NO LATER THAN FRIDAY, APRIL 11, 2008 BY 4:30 P.M.** Candidates possessing the minimum qualifications are not guaranteed an interview.

SEND ALL MATERIALS TO:

**ALTERNATE MEDIA-HIGH TECH CENTER ACCESS SPECIALIST, #07-00059
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
DISTRICT EMPLOYMENT SERVICES DEPARTMENT
8800 GROSSMONT COLLEGE DRIVE, EL CAJON CA 92020-1799**

To ensure consistency and fairness to all candidates, submit only the material requested in the APPLICATION PROCEDURES; any additional information provided along with information requested by the District Employment Services Department for statistical purposes, which indicates candidate's gender, age, ethnicity, religious preference, etc. will be removed from the applicant's file prior to the screening process. All submitted materials become district property and cannot be returned. If you want copies of your documents, be sure to make copies before submitting to Employment Services.

The mission of the *Grossmont-Cuyamaca Community College District* is to provide educational leadership through learning opportunities that anticipate, prepare for, and meet the future challenges of a complex democracy and a global society.

Grossmont-Cuyamaca Community College District realizes that staff diversity in the academic environment fosters culture awareness, mutual understanding and respect, harmony and creativity, while providing suitable role models for all students.

Cuyamaca College is located in the City of El Cajon, and the County of **SAN DIEGO**, and is thus close to beaches, mountains, the desert, and a multitude of cultural and recreational attractions.

BENEFITS: The Grossmont-Cuyamaca Community College District provides an excellent comprehensive benefits program including medical, prescription drugs, vision care, dental, life and income protection insurance, and membership in the State Teachers' Retirement System (STRS).

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and authorization to work in the United States.

NOTE: As a condition of employment, the selected candidate must complete the district's fingerprint procedures and provide a processing fee of \$32.00 plus a Live Scan fee.

Candidates invited for interview who must travel distances greater than 250 miles (one-way) outside San Diego County will be reimbursed up to \$200 for travel or airfare only.

Applicants who are protected under the Americans with Disabilities Act due to a disability and who require accommodations for completing the application process or interviewing, please notify the District Employment Services Department. Phone (619) 644-7644, Telecommunications Device for the Deaf (TDD) (619) 644-7900.

Visit our website at <http://www.gcccd.edu>



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COMMUNITY COLLEGE DISTRICT

District Employment Services
8800 Grossmont College Drive
El Cajon, CA 92020-1799