**Instructional Assistant II – Disabled Students Programs & Services (DSPS)**

**Closing Date: Wednesday, August 13, 2014**

POSITION AVAILABLE:  One regular position, 30 hours per week, 11 months per year (August through June). Work schedule will normally be Monday through Friday, 9:00 AM - 3:30 PM with primary work location on the Oceanside Campus. The person selected for this position will be subject to assignment to any district or authorized facility during any hours of operation. To view the Disabled Students Programs and Services (DSPS) website, go to <http://www.miracosta.edu/StudentServices/dsps/>

SALARY & BENEFITS: Starting $3,158.19 per month. Full benefit package which includes employer-paid medical, dental, and vision plans for employee and dependents; $100,000 employee life insurance; other optional coverages; and membership in the California Public Employees’ Retirement System (CalPERS).

BASIC FUNCTION: Under the direction of the DSPS Director, the Instructional Assistant II oversees the daily operation and maintenance of the Assistive Technology Lab, which provides computer access and specialized equipment for students with sensory, learning and physical disabilities served by DSPS. The position assesses student need related to assistive technology and instructs students individually and in small groups on the use of adaptive computer software and hardware. The position also supports the production of alternate format materials and provides liaison support for peripheral adaptive computer workstations in various campus locations.

REPRESENTATIVE DUTIES:

***(E = essential job function)***

1. Provide instructional assistance in the Assistive Technology Lab for both DSPS students and special education classes; provide assistance and training in the use of assistive technology, including computer software and hardware. Assistive technology includes but is not limited to: digital and tape audio recorders, Daisy book readers, modified input devices (keyboards and mice), Closed Circuit Television print magnifiers, Braille embossers, hearing amplification devices, tactile drawing equipment, screen magnification and reader software, voice recognition software and a variety of educational software. ***(E)***

2. Assist in curriculum implementation, including tutoring students and proctoring exams under the direction of an instructor. ***(E)***

3. Assist the special education instructor with student projects and classroom student learning objectives. ***(E)***

4. Set up, operate and maintain a variety of specialized equipment including computers and assistive technology hardware and software. ***(E)***

5. Maintain and perform minor repairs and adjustments to equipment in the lab and to peripheral adaptive workstations. ***(E)***

6. Maintain a clean, safe and secure lab environment.

7. Assist with alternate format media production, which involves the conversion of academic materials from printed text and images to various accessible formats, including audio, digital, large print, Braille and tactile graphics for students with disabilities. ***(E)***

8. Maintain currency regarding continual changes in technology, especially as it relates to students with disabilities. ***(E)***

9. Assist with data collection and the preparation of reports regarding Assistive Technology Lab utilization.

10. Make purchase recommendations based on student needs and sustaining currency, and assist with the purchase of equipment and supplies for the Assistive Technology Lab.

11. Consult with the DSPS Access Specialist regarding the design, maintenance and modification of the Assistive Technology Lab and other campus labs as pertaining to accessibility of students with disabilities.

12. Maintain a resource library on computer equipment, software, and specialized equipment for students with disabilities.

13. Perform related duties as assigned.

KNOWLEDGE OF:

1. Assistive *c*omputer technology including specialized equipment.

2. Conventional computer hardware and software (word processing, spreadsheet, database, desktop publishing, and related software) used with PC’s and Macintosh’s.

3. Correct English usage, grammar, spelling, punctuation, and vocabulary.

4. Basic math.

5. Interpersonal skills using tact, patience, and courtesy.

6. Oral and written communication skills.

7. Record-keeping techniques.

8. Modern office practices, procedures and equipment.

ABILITY TO:

1. Operate and perform minor and routine repair and maintenance to equipment used in the Assistive Technology Lab.

2. Properly set up, operate, and demonstrate the correct operation and use of tools, materials, and equipment used in the Assistive Technology Lab.

3. Provide instructional assistance to students.

4. Prepare and maintain paper and electronic records and files, including confidential documents.

5. Understand and follow oral and written directions.

6. Communicate effectively both orally and in writing.

7. Plan and organize work.

8. Work independently with little direction.

9. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability issues.

MINIMUM QUALIFICATIONS:

1. Education equivalent to an associate degree in a related field.

2. One year of closely related work experience. (IMPORTANT: For work experience, “one year” is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.)

DESIRABLE QUALIFICATIONS:

1. College coursework in Computer and Information Science (C.I.S.).

2. Working knowledge of computer hardware and software on PC’s and Macintosh’s.

APPLICATION PROCEDURE:

**Apply and submit application materials through MiraCosta College's online application system at** [**https://jobs.miracosta.edu**](https://jobs.miracosta.edu/)**.** Once you’re in the system, we strongly advise you to read the information on “How to Apply” and the FAQs (Frequently Asked Questions) before starting the application process.

In order to be considered for this position, you must submit the following items:

1. Application for Classified Employment. All experience relevant to this position must be listed on the application form.

2. Cover letter addressed to the “Selection Committee” describing how you meet the minimum and desirable qualifications listed in this job posting, and relating your experiences relative to the representative duties, specifically including assistive technology knowledge and use.

3. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated above. Unofficial or legible copies are acceptable but must indicate that the degree was awarded, if applicable. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree/coursework is from a college or university outside of the United States, you must submit a detailed evaluation from a professional foreign transcript evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

4. If you possess an Assistive Technology Certificate, attach a copy to the “Other Document” link.

**NOTE:** **Do not submit a resume or any additional documents as they will be removed.**

The screening and interview committee will review application materials two to four weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense; 2) submission of a current tuberculosis test clearance; 3) proof of eligibility to work in the United States; and 4) fingerprint clearance.

Individuals with qualified disabilities who need accommodation with any aspect of the application and/or interview process should contact Human Resources at (760)795-6854 at least five days prior to the closing date.

Retired STRS members are not eligible for this position.

PHYSICAL EFFORT: Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 35 pounds or less; ability to work at computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT: Ability to develop and maintain effective working relationships involving interactions and communications in person, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS: Primarily works in an office, indoor instructional lab, or classroom environment. Subject to frequent interruptions by individuals in person or by telephone. Intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

MISSION STATEMENT AND INSTITUTIONAL GOALS:

The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.

Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.

Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.

Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

Goal V. MiraCosta Community College District will be a conscientious community partner.

THE DISTRICT, STAFF AND STUDENTS:

The MiraCosta Community College District is one of California's 112 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, and parts of Carmel Valley. The single college district is governed by a seven-member Board of Trustees who are elected at large from each of the district’s seven communities.

MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities.

The college’s fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community.

MiraCosta College partners with the North San Diego Small Business Development Center, which provides service to all of North San Diego and Imperial Counties.

MiraCosta College employs 176 full-time faculty, 283 regular classified staff, and 15 academic administrators. An additional 500 associate faculty teach in the credit and noncredit programs, and about 150 educators or contract staff provide community service activities. MiraCosta students are diverse, including representation from all of California’s major racial/ethnic groups and ages. Diversity is also evidenced by student-veterans, re-entry students, individuals with disabilities, and international students. The district boasts a long history of commitment to collegiality, civility, and mutual respect.

THE SITES:

The district consists of three campus sites, and robust online education offerings. The Oceanside Campus, serving about 14,500 credit students, has been located since 1964 on a panoramic, 121-acre hilltop site with views of the ocean and mountains.

The San Elijo Campus is located in Cardiff, 17 miles south of Oceanside, on 48 acres below the bluffs overlooking the San Elijo Lagoon Reserve. The San Elijo Campus opened in September 1988, and now attracts about 3,000 credit students.

The Community Learning Center in downtown Oceanside hosts about 3,000 students in the college’s noncredit classes, including English as a Second Language, the Adult High School Diploma Program, and other tuition-free, noncredit classes as well as some college credit classes.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 200 fully online class sections each semester, with another 100 sections offered partially online, serving about 6,000 students.

ACCREDITATION:

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following: Association of Surgical Technologists, California Board of Registered Nursing, California State Colleges and Universities, California State Department of Education, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, State Board of Vocational Nurse and Psychiatric Technician Examiners, University of California.

THE AREA:

Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The intellectual environment is enhanced by the college’s proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

CAMPUS SAFETY:

As per the Clery Act of 1998, the campus security report can be found at

<http://www.miracosta.edu/studentservices/police/downloads/safety_report.pdf>

EEO STATEMENT:

MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment which affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion.

MiraCosta College - Human Resources

jobs@miracosta.edu

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