

faculty position



Position: 5075-f-03-15
Re-Opening Date: August 12, 2015
Closing Date: September 2, 2015

Access and Ability Counselor Learning Disability Specialist

College of the Sequoias Community College District

915 S. Mooney Blvd.
Visalia, CA 93277
(559) 730-3867

Full-time, Non-Tenured Track Position
Beginning October 1, 2015

WEB: www.cos.edu
EMail: LindaRei@cos.edu

Description of Position

College of the Sequoias Community College District is seeking a candidate to fill a full-time, non-tenured track position in the Access and Ability Department beginning October, 2015. Assignments may include evening and weekend counseling, as well as counseling in Hanford and Tulare Centers.

The faculty and staff of the Access and Abilities Department are committed to providing students with disabilities the opportunity to effectively matriculate into the mainstream of college and community life. We do this by providing services and instruction that promotes equal access to educational programs, self-advocacy, and personal growth opportunities that foster individual student success. Initial assignment may include evening or weekend classes.

Other responsibilities include participation in the governance of the college via committee assignments, maintenance of a required number of office hours to meet student needs, full participation in departmental responsibilities and the willingness to create and/or participate in and sustain an atmosphere of equality, justice, and appreciation for diversity throughout our college.

Minimum Qualifications

The candidate must meet one of the following criteria. The degree must be from an institution accredited by the Western Association of Schools and Colleges or the equivalent.

- Master's degree, or equivalent foreign degree, in rehabilitation counseling **OR**

- Master's degree, or equivalent foreign degree, 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 degree 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**
- A valid California Community College Credential authorizing service in the appropriate subject matter **AND** Demonstrated knowledge of specific discipline; knowledge of instructional needs of community college students **AND** Ability to relate well with peers and other co-workers; to communicate effectively both verbally and in writing, and to be flexible in a changing environment **OR**
- The equivalent **AND**
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students. **AND**

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- Experience providing accommodations to students with a wide range of disabilities in post-secondary, degree-granting institutions.
- Knowledge of assistive technologies for individuals with disabilities.
- Working knowledge of Title 5, Section 504, the ADA and other disability-related mandates.
- Experience providing specialized, disability-related academic counseling.

Candidates claiming equivalency must demonstrate a combination of education and other accomplishments that are equivalent to the MQ's. If claiming equivalency, you will need to read the Board Policy 5001 on equivalency and prepare a statement documenting how you feel you meet the equivalent qualifications.

Note: Candidates claiming equivalency must receive a judgement of equivalency from the COS Equivalency Committee *prior* to the interview.

Desirable Qualifications

- Extensive experience creating specialized education plans for students with disabilities in a community college setting that lead to completion, graduation, and/or transfer.
- Successful certification/completion of the California Community College Chancellor's Office LDESM Training.
- Formal training of successful certification/ completion in the administration, scoring and interpretation of cognitive (WAIS-IV and WJ-III) and achievement (WJ-III and WIAT-III) assessment instruments.
- Administer and interpret assessments for learning disabilities (LD) eligibility using the California Community College LD Eligibility and Services Model (LDESM).
- Knowledge and experience counseling a broad range of students with disabilities including but not limited to veterans with disabilities, deaf and hard of hearing, students with psychological disability, learning disabilities, Autism Spectrum Disorders, and students with physical disabilities.
- Experience developing innovative programs that strengthen the quality of services provided to students with disabilities.
- Knowledge of and experience using university articulation agreements and transfer requirements for counseling community college students.
- Ability to use computer databases to retrieve student, college, and career information, as well as knowledge of essential computer applications.
- Experience in developing counseling-related workshops and orientation sessions for students with disabilities.

- Awareness of assistive technology and alternate media services for students with disabilities.
- Ability to communicate effectively with students from diverse socio-economic and disability backgrounds including but not limited to communication in sign language.
- Extensive experience counseling college students with a broad range of disability related educational limitations, determining appropriate accommodations based on those limitations and assisting students in obtaining needed accommodations.
- Ability to incorporate student learning outcome objectives within course and programs and willingness to use and develop stated objectives and measures.
- Ability to make a positive contribution to the instructional program at College of the Sequoias by developing instructional activities, course syllabi, and other necessary materials.
- Experience with or interest in alternative instructional modes, such as web-based or on-line instruction, multi-media systems, cooperative learning, or integrated curricula.

Responsibilities

In looking at application materials, the Hiring Committee also seeks evidence of the following:

- Provide specialized academic counseling services including disability management, career and personal counseling to students with disabilities.
- Determine student eligibility for support services and secure professional verification of specific disabilities including, but not limited to, learning disabilities, physical disabilities, communication disabilities, acquired brain impairments and psychological disabilities.
- Identify educational limitations and prescribe appropriate accommodations/adjustments for students with various disabilities.
- Evaluate student progress by developing, reviewing, and updating Student Educational Contracts (SEC's) and student educational plans. Provide specialized academic and vocational counseling related to degrees and certificates for Access and Ability program eligible students.
- Collaborate with campus faculty/staff, public agencies and medical professionals regarding accommodations for students with disabilities; attend various meetings as required.
- Recommend and authorize educational accommodations/adjustments.
- Work cooperatively with staff and students.
- Serve as a liaison with agencies, community, and with feeder high schools to assist students with disabilities transitioning into COS.

- Maintain compliance, proper documentation, and confidentiality of student files.
- Attend workshops/conferences to remain current on laws/issues.
- Support Student/Staff needs at various locations.
- Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances 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 and the utilization of effective teaching methodologies and counseling technique.
- Serve as an advocate for students with disabilities while maintaining effective relationships with faculty, staff and administration.
- Provide information on college major and certificate programs as they relate to educational and career development; participate in student and campus activities.
- Contribute to the development, assessment of, and completion of student area outcomes.

Conditions of Employment

Salary is commensurate with education and experience.

Initial placement with Master's degree ranges from \$54,663 to \$72,069.

Medical/dental/vision insurance program for employee and dependents and \$100,000 employee life insurance is provided.

Retirement Plan provided.

Contract period is for ten (10) months during the regular academic year beginning August 2015 through May 2016.

Pre-service orientation and/or inservice meetings will be offered in August 2015.

A collective bargaining agreement exists, and membership in the College of the Sequoias Teachers Association (COSTA) or payment of a service fee is required.

Screening Procedure

Only **complete** application packages will be evaluated by the screening committee as soon as possible after the closing date. Application materials will be evaluated to determine how fully the applicant meets the Desirable Qualifications. This evaluation process will determine

which applicants will be invited for an interview including a teaching demonstration. The most successful interviewees will be invited to a second interview with the College Superintendent/President.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

September 2, 2015 / 4:30 p.m.

- Completed COS academic/administrative application form
- Diversity Statement (included in the application packet)
- Cover letter describing interest in the position
- Resume
- Unofficial copies of transcripts of all college/university work (If transcripts are not in English, include a summary of courses and grades). Official transcripts required upon employment.
- Equivalency document (if necessary)
- Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies.

Submit to:

Linda Reis
 (559) 730-3867
 LindaRei@cos.edu
 Human Resource Services
 Position: 5075-f-03-15
 College of the Sequoias CCD
 915 S. Mooney Blvd.
 Sequoia Building, Room 5
 Visalia, CA 93277

Notice to all candidates for employment

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”