



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Faculty Employment Opportunity

Open until filled, priority consideration date of Monday, April 11, 2016 @ 4:00 p.m.

HIGH TECH CENTER - ACCESS SPECIALIST

Full-Time, Tenure-Track, 11-Month Position. Salary range is \$52,047.00 – \$88,827.00 per year. The District-provided health and welfare benefits, valued at \$19,052.76 year for 2015-16, include medical, dental and vision for the employee and dependent, and life insurance for the employee.

DISCLAIMER *This position is grant and/or categorically funded and continued employment may be contingent on adequate availability of funds.*

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

Taft College's Full Time Equivalent Students are 2,582 with an average class size of 20. The District has a student body that is 55.9% Hispanic, 31.6% Caucasian, 6.2% African-American, 2.2% Multi-Ethnicity, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Undeclared and 0.3% Pacific Islander.

The college has 60 full-time faculty, 101 adjunct faculty, 155 classified staff, 23 classified administrators and 6 certificated administrators.

REPRESENTATIVE DUTIES:

- Provide training and support to student users of alternative media and assistive technology.
- Serve as a liaison between faculty, students, and the Student Support Services program to secure and translate instructionally related materials into alternate forms.
- Provide guidelines to faculty and staff for formatting documents and information.
- Produce information in alternate formats.
- Serve as a liaison to the statewide center and community agencies utilized on a contract basis to produce alternate media.
- Develop and maintain a current resource bank of access strategies for the various types of disabilities which students may have and for the various instructional media used by faculty.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:

www.taftcollege.edu

Human Resources Department

Hours:

Monday-Thursday

7:30 a.m. – 5:00 p.m.

Friday

7:30 a.m. – 4:30 p.m.

- Provide group in-service and one-on-one assistance to faculty in their design and re-design of distance education offerings to assure they meet the access guidelines.
- Provide technical assistance to campus instructional and technology committees on access requirements for persons with disabilities.
- Develop and maintain current resource bank of access strategies for the various types of electronic information utilized by the college.
- Coordinate Interpreters and CART provider schedules and assignments.
- Participate in division meetings and serve on campus committees.
- Assist in Section 508 compliance issues.
- Maintain an inventory of equipment used.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which includes course work on adapted or assistive computer technology for student with disabilities; other majors related to providing specialized instruction or services to persons with disabilities. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS

- Master's degree in instructional design, special education, education or a related field.
- Experience using assistive computer technology and web based instructional resources for teaching and learning.
- Familiarity with State and National standards and guidelines which apply to the California Community Colleges with regard to equal access to technology and the provision of academic materials in alternate format for student with disabilities.
- Experience with the use of assistive computer technologies for blind, low vision, deaf and hard of hearing, physically disabled and learning disabled students.
- Experience using instructional technology to design and develop training materials in a variety of delivery modes, preferably in an educational environment.

FOREIGN TRANSCRIPTS

Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service.

ANTICIPATED START DATE

The assigned work year is 203 days per academic year. It is preferred the successful candidate will be able to start no later than August 15, 2016.

SALARY/FRINGE BENEFITS

Based upon the 2015-16 11-month faculty salary schedule, the salary range is \$52,047.00 – \$88,827.00. An annual doctoral stipend of \$3,566.07 is included in addition to the salary when appropriate. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience. The District provides excellent coverage in health, dental, vision and life insurance for the employee, spouse and dependents. The District and the employee contribute to the State Teachers Retirement System or the California Public Employees Retirement System. Additional types of insurance may be purchased with pre-tax dollars through the IRS 125 flexible benefit program.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. The District reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District academic application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Transcripts (unofficial acceptable).

Application forms may be obtained from www.taftcollege.edu and online applications are also accepted through EdJoin.

Send all application materials to: Taft College
Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Monday, April 11, 2016 at 4:00 p.m. It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.