

CITY COLLEGE



SAN FRANCISCO

EMPLOYMENT OPPORTUNITY

POSITION: **INSTRUCTOR - LEARNING DISABILITY SPECIALIST**
(DISABLED STUDENTS PROGRAMS AND SERVICES DEPARTMENT –
NONCREDIT PROGRAM)

EMPLOYMENT STATUS: TEMPORARY, PART-TIME POOL
EC §87482

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

JOB ANNOUNCEMENT: #A-08020

APPLICATION DEADLINE:

City College of San Francisco will accept applications with all required supporting documentation at any time until December 1, 2008. Screening and interviews can be conducted at any point in time as the department desires; a part-time hiring pool or pools will be developed and be in effect for a one-year period from which temporary appointments will be made on an as-needed basis. **The first round of screening and interview deadline is March 21, 2008 for those who have submitted completed application materials.**

EXAMPLES OF DUTIES:

1. Pre-screen students for symptoms of possible learning disabilities and schedule follow-up testing when appropriate;
2. Administer learning disability assessment tests in accordance with the State of California mandated Eligibility Model, including, but not limited to, the WAIS-III and/or the Woodcock-Johnson III batteries;
3. Interpret the results of testing done by this department or of testing done by other schools or licensed professionals;
4. Counsel students about the results of the tests and, when indicated, appropriate accommodations such as books on tape, spelling and spell checking devices, and other aids;
5. Make appropriate referrals to various DSPS strategies classes for students with learning disabilities;
6. Conduct or assist in conducting in-service trainings about learning disabilities;
7. Consult with counselors within the Disabled Students Programs and Services or, with appropriate releases, with outside counselors, instructors or outside parties such as the Department of Rehabilitation;
8. Generate the documents required by the Disabled Students Programs and Services for reporting and accountability purposes;
9. Perform other related duties as assigned by the supervisor.

EMPLOYMENT QUALIFICATIONS: (City College of San Francisco Minimum Requirements)

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds (**Required**);
2. Earned Master's Degree from an accredited institution, or equivalent foreign degree, 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: (a) Learning disabilities; (b) Developmental disabilities; (c) Deaf and hearing impaired; (d) Physical disabilities; or (e) Adapted computer technology; OR THE EQUIVALENT;

OR

- continued on page two -

HUMAN RESOURCES

33 Gough Street • San Francisco, California 94103 • (415) 241-2246 • FAX: (415) 241-2335

Hold a fully-satisfied LIFE California Community College Handicapped Student Programs & Services Instructor Credential (California credentials were no longer issued after July 1, 1990).

[If you would like to claim education equivalency for the formal educational requirement, please contact the Human Resources Department (415) 241-2246 immediately for an Equivalency Application Form or click “Employment Opportunities” at www.ccsf.edu. This form will be considered as part of the application materials and must be submitted on or before the application deadline as indicated on the job announcement.]

3. Successful completion of the California Community Colleges Chancellor’s Office Learning Disabilities Eligibility Model Training OR agree to successfully complete the training as soon as possible, but no later than one year from the date of employment as a condition of employment. (See Application Procedure #7)

EMPLOYMENT QUALIFICATIONS: (Desirable)

1. Successful completion of the California Community Colleges Chancellor’s Office Learning Disability Eligibility Training;
2. Possession of a MA or Ph.D. in Education, Special Education, Psychology, Communication Disorders, or Rehabilitation from an accredited institution or be a Licensed Clinical Psychologist;
3. Recent experience in evaluation and instruction of adult students with learning disabilities, preferably at a California Community College;
4. Experience with other disability groups for differential diagnosis – especially experience with ADD and psychological disabilities;
5. Experience in evaluating students with suspected learning disabilities who have a primary language other than English;
6. Demonstrated ability to administer and interpret the WAIS III and the Woodcock-Johnson III diagnostic tests as well as other diagnostic tests;
7. Demonstrated ability to speak another language prevalent in the City College population including American Sign Language;
8. Demonstrated knowledge of state and federal guidelines and academic accommodations required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

SALARY:

Rate is set in accordance with the City College of San Francisco Faculty Salary Schedule for hourly assignments. Currently the rate upon entry is from \$53.03 to \$57.87 per hour depending upon placement.

APPLICATION PROCEDURE:

Submitting the application materials listed below is the responsibility of the applicant. Postmarks will not be honored. Application materials sent via email will not be accepted. Under no circumstances will incomplete or late applications be considered by the Search Committee.

Applicants must submit the following materials which must be received by the Human Resources Department on or before the application deadline:

1. A letter expressing interest in the position indicating specifically how the applicant fulfills the minimum qualifications. In addition, the letter should include how the applicant fulfills as many as possible of the desirable qualifications. Both the minimum and desirable qualifications are listed in this announcement. The letter should also address the applicant’s background and skills in the areas stated in the “Examples of Duties”;
2. A current resume summarizing educational background, teaching experience, and related work experience;

3. A City College of San Francisco Faculty Position Application form completed in full; (Statements on the application form indicating "See Resume" are not acceptable. Application forms are available at the CCSF Human Resources Department, and can be requested in person at 33 Gough Street, San Francisco, CA 94103, by calling (415) 241-2246, by FAX (415) 241-2335, or by clicking "Employment Opportunities" at www.ccsf.edu. A resume or vita shall not be substituted for a completed CCSF application form.);
4. Three (3) current letters of professional recommendation written within one year of the date of application, and specific to this type of position (letters must be signed and dated to be considered valid);
5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form. Official transcripts and actual verification of work experience will be required at a later date; [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) need to be evaluated before an application can be processed. Please contact the CCSF Human Resources Department at (415) 241-2246 or click "Employment Opportunities" at www.ccsf.edu for evaluation sources.]
6. **Diversity Statement:** Discuss how your course content and teaching methods meet the needs of culturally and academically diverse learners. Please also list classes or professional development activities you have participated in that directly relate to working with diverse student populations. Separate from your letter of interest, submit a clear and concise response using no more than one page;
7. If applicable, a photocopy of the certificate of training as indicated under Employment Qualifications – Minimum Requirements #3 or a written statement to agree to complete the required training as soon as possible but no later than one year from the date of employment.

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

All materials should be submitted to the City College of San Francisco, Human Resources Department as soon as possible. Application materials become the property of City College of San Francisco and will not be returned. Since new documents must be submitted for each opening, it is advised that applicants keep a copy of each document submitted for their own use and reference. Application files for this position will not be considered for future openings. Address the application materials package to:

City College of San Francisco
Human Resources Department - Job #A-08020
33 Gough Street
San Francisco, CA 94103

Attn: Clara Starr
Dean, Human Resources

ADDITIONAL INFORMATION:

For information regarding the duties and responsibilities of the position, contact:

Paul Johnson
Chair, Disabled Students Programs and Services Department
City College of San Francisco – Ocean Avenue Campus
Telephone: (415) 452-5483

SELECTION PROCEDURE:

Applicants who meet all minimum qualifications and have all required application documents in the CCSF Human Resources Department on or before the deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview with the Search Committee. Invited applicants attend interviews at their own expense.

- continued on page four -

Length of service with City College of San Francisco as an academic employee may be taken into consideration in the College's evaluation of applicants.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY:

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

* * * * *

CONDITIONS OF EMPLOYMENT:

Employees are required to pay an agency shop service fee to AFT Local 2121 as a condition of continued employment.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job announcement at any time without prior notice.

ALL APPOINTMENTS ARE CONDITIONAL UNTIL APPROVED BY THE BOARD OF TRUSTEES, SAN FRANCISCO COMMUNITY COLLEGE DISTRICT.

February 29, 2008