

PORTERVILLE COLLEGE
JOB OPPORTUNITY

Learning Disabilities Specialist/Counselor
Tenure Track, 195 Day

RE-OPENED: May 15, 2008 (Open until filled)

Priority Deadline: June 16, 2008
Assignment Starts: August 2008

Position Description:

This is a full-time, tenure track, 195 day contract, counseling/assessing students for learning disabilities in the Division of Disability Resource Center. This assignment includes achievement and cognitive testing, knowledge of appropriate accommodations for each student and counseling that is highly diverse in terms of academic preparation, cultural, socioeconomic, and ethnic backgrounds as well as physical and learning abilities. Faculty are responsible for providing a full professional service week which includes 40 hours per week, and/or require evening services as part of assignment.

Professional Expectations:

- Provide instructional and/or non-instructional services as specified by contract or assignment in a diverse campus and community environment.
- Maintain a course outline for each assigned course.
- Keep accurate records of student enrollment, attendance, and scholastic progress.
- Develop or participate in the development of curriculum.
- Provide current course orientation materials including syllabus and course outline to each student.
- Post and maintain scheduled office hours.
- Attend meetings pertinent to faculty responsibilities or assignments including committee meetings.
- Participate as assigned in articulation activities with local schools, other community colleges, and four-year colleges.
- Use media aids, the library and other resources as appropriate.
- Maintain currency in subject matter and/or service area.
- Communicate with students and staff in a professional manner.
- Demonstrate versatility in instructional methodology and versatility in serving a diverse student population.
- Be familiar with and observe appropriate board policies and contractual agreements.
- Willingness to promote Porterville College through community service within the local community.

Minimum Qualifications:

Qualified candidates must possess a Master's degree, or equivalent foreign degree, in rehabilitation counseling or 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 a 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: counseling or guidance for students with disabilities; or 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. Qualified candidates must possess a demonstrated sensitivity to the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.

Equivalency:

An applicant may qualify for this position by equivalency. The requirements include having education and experience equivalent to a Master's degree or by possession of a Master's degree other than listed above and having education and experience relevant to the position. To be considered for equivalency, provide collegiate transcripts, a complete description of work experience, and an Application for Equivalence form (available from website).

Desirable Qualifications:

- An advanced degree in a related field.
- Experience testing students for achievement and cognitive strengths and weaknesses.
- Ability to communicate effectively and work cooperatively in a team environment.
- Experience and competency working with and integrating computers, multi-media and computerized software as part of the teaching/learning process.
- An understanding of the advantages and challenges of developing a learning disability program in a small, rural community college.
- Ability, interest, and willingness to develop and maintain working relationships with local high schools to facilitate recruiting and articulation of the learning disabilities program.
- Ability to deliver instruction using strategies designed for diverse learning styles.
- Ability to design learning objectives and assess learning outcomes.
- Willingness to work with students having a wide range of skills, motivation, and academic or vocational goals, as well as cultural, socioeconomic, and ethnic backgrounds.

Salary:

Salary range for 2007/08: \$50,466 to \$81,399 based upon education and experience. Maximum placement on the salary schedule for new instructors is Class V, Step 7. Contract based on a 195-day assignment schedule to begin as soon as possible.

Benefits:

District paid comprehensive medical, dental and employee assistance plans for employee and dependents. District paid basic life insurance (\$50,000) for employee only. Additional life insurance, vision benefits, and tax-deferred annuities available at employee's election.

Application Procedures:

Interested applicants must submit:

1. Signed letter of interest.
2. Completed and signed Kern Community College District Academic Application Form (download at http://www.portervillecollege.edu/Employ_Op/index.html. (Do not use terms like "see resume" when completing the form.) All questions on the form must be completed.
3. A current resume or vitae of your educational background and experience as well as your professional activity.
4. Unofficial copies of transcripts verifying all collegiate course work and degrees earned. Degrees, certificates, and coursework must be from an accredited institution. (Hiring is subject to verification of official transcripts).
5. A separate, one-page narrative describing your counseling style and philosophy. Please include your thoughts on the subject of sensitivity to the diverse academic, socio-economic, cultural, disabled and ethnic backgrounds of community college students.
6. Two (2) current letters of professional recommendation. Undated or unsigned letters will not be considered. Letters should address how the applicant's qualifications and experience relate to the position.
7. Professional References: Include references from previous Division Chair AND Dean (supervisor acceptable if no academic experience).
8. Application for Equivalence form IF you are requesting equivalency (available from website)
9. Equal Opportunity Survey form (optional)

Application packets sent via email will not be accepted.

Return Application Packet to:

Porterville College

Human Resources

100 East College Avenue

Porterville, CA 93257

Phone: 559-791-2225

Fax: 559-791-2392

Email: jbrisson@portervillecollege.edu

Web: www.portervillecollege.edu

TTD – California Relay Service: 800-735-2929

Application Deadline:

Applications will be accepted until the position is filled. Complete application packets received by June 15, 2008 are assured consideration.

If because of a disability you need a reasonable accommodation to apply or interview for this opening, contact Human Resources. The successful applicant must provide proof of identity and legal authority to work in the United States.

Information related to the selection process, the college, or locale is available from our website.

The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

A successful applicant must provide proof of identity and legal authority to work in the United State by completing a I-9 form. Applicants for certain positions must submit to a pre-placement physical and drug screen. A criminal history check by the California Department of Justice and verification of freedom from tuberculosis are conditions of employment after all other required job conditions have been met. The Human Resources Office of the Kern Community College District reserves the right to extend time limits, re-initiate the recruitment/selection process, or cancel the position at any time.

Porterville College/Kern Community College District is an Equal Opportunity Employer. It is the policy of the Kern Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, gender (or pregnancy related condition), national origin, age, disability (or medical condition), marital status, or sexual orientation or any other protected classification under the provisions of Federal and/or California law.

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