

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Instructional Associate, Hope Program

Job# 07-005

Closing Date: 08/25/06

The Foothill-De Anza Community College District is currently accepting applications for **Instructional Associate, HOPE Program, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, oversee the daily operations of the HOPE Program, De Anza College. Work closely with the Vocational Instructor assigned to the HOPE program. Provide instructional support services and supervision to developmentally disabled adults in a vocational work program setting. Implement a Student Educational Contract (SEC) for each student on a designated caseload. Assign work related to goal achievement, provide feedback to students, and document all behaviors pertinent to SEC and program planning. Maintain daily student records to assess progress of students as related to their SEC. Develop, explain, and demonstrate learning exercises. Prepare instructional materials to aid in student comprehension of coursework. Instruct students about professional behavior necessary in the workplace and the community. Set up and run production jobs. Train students to meet customer standards with regard to assigned production work. Prepare progress reports and develop vocational goals and objectives. Maintain student productivity/attendance vocational records. Support instructor by gathering staffing statistics and scheduling meetings. Assist in the review of academic, medical, and vocational records to comply with federal and state mandates. Assist instructor with the quarterly registration process of De Anza students. Order, receive, catalog, and store supplies, materials and equipment. Notify family members and outside agencies of meetings and other significant events impacting students' lives. Actively participate in student meetings. Use adaptive equipment and materials to meet the unique needs of each person's disability. Maintain HOPE Program classroom environments, assuring they are safe, clean, and organized. Make minor repairs and adjustments to equipment as needed. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree.
3. Three years related instructional experience.

PREFERRED QUALIFICATIONS:

1. Knowledge and understanding of physical, mental, and developmental disabilities.

2. Experience in supporting students with disabilities, specifically those with developmental disabilities.
3. Ability to inspire and engage students and their families, De Anza College/HOPE staff, and other community agencies.
4. Ability to accept direction from lead instructor.
5. Ability to observe, evaluate, document, and discuss student performance and social behavior.
6. Knowledge of production techniques (assembly-line duties) and methods.
7. Knowledge of curriculum/instructional development.
8. Ability to develop and/or lead a series of discussions or lessons focused on specific skill sets or concepts.
9. Knowledge of instructional aids, including educational games and audiovisual equipment.
10. Knowledge and understanding of positive work habits and ability to relate them to developmentally disabled adults.
11. Knowledge of task analysis and behavioral objectives.
12. Ability to move materials and equipment up to fifty pounds.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Instructional Associate.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,758.27 per month plus benefits; level N-45

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>