

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Learning Disabilities Specialist/Executive Head

(Educational Diagnostic Center/Special Education)

Job #07-144

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Learning Disabilities Specialist/Executive Head (Educational Diagnostic Center/Special Education)**, De Anza College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Special Education, serve as the Executive Head for the Education Diagnostic Center (EDC), responsible for the leadership and daily oversight of the EDC Program. Accountable for case load management, special course instruction, and learning disabilities assessment. Make operational decisions and respond to program related requests. Conduct program review. Participate in campus strategic planning committees. Evaluate and implement strategic planning projects within the program. Provide documentation and data collection for state reporting and accountability. Prepare and submit departmental budget with Disabled Students Programs and Services (DSP&S) Coordinator. Formulate departmental policies and procedures. Advise college staff about district and departmental procedures and regulations for serving students with disabilities. Coordinate in-service activities; make presentations, and conduct workshops and regular staff meetings. Oversee both EDC instructional and support staff. Orient new department staff and faculty. Identify implications of curriculum trends on the department's goals and objectives and plan accordingly. Assure that course offerings are pertinent to student and community needs and consistent with college master and strategic planning. Plan, schedule and assign quarterly instructional, assessment, and laboratory class offerings. Recruit, interview and recommend part-time staff. Assist the Dean of Special Education in evaluating certificated and classified staff. Maintain liaison activities with community agencies and State Chancellor's Office. Attend learning disability consortiums and inform staff and college of relevant information related to legal issues and best practices. Serve as a liaison with Outreach, Matriculation, Developmental Education and other instructional and student services programs.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and college committees and participate in campus extra-curricular activities.

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. Master's degree in the category of Learning Disability, Special Education, Education, Psychology, Educational Psychology or Rehabilitative Counseling **AND** (15) semester units of upper division or graduate level study in learning disability related course work.
3. Certification in the California Community College Learning Disability Eligibility Process.

PREFERRED QUALIFICATIONS:

1. Three years of full-time experience as learning disability specialist in postsecondary education.
2. One year experience overseeing learning disability programs.
3. Experience with instruction and academic advisement for adults from diverse backgrounds with learning and educational impairments, and related disabilities.
4. Successful community college level experience working with adult students with learning disabilities in a team environment.
5. Experience using assistive technology and computer assisted instruction for students with disabilities.
6. Experience developing and providing transition and retention strategies for special-needs students.
7. Experience developing curriculum for special-needs students.
8. Experience in the interpretation, administration, and application of testing results for educational interventions.
9. Experience with group instruction in developmental language, mathematics, and learning strategies for students with disabilities.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the psychosocial implications of a learning disability with or without co-existing cognitive impairments such as AD/HD, ABI or psychiatric disabilities.
2. Knowledge of the legal issues related to disability accommodations in educational and vocational settings.
3. Ability to communicate effectively both orally and in writing.
4. Ability to create an encouraging and supportive environment for students with disabilities.
5. Ability to provide informative presentations for campus and community groups.

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APPLICATION PACKET:

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. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
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.
5. A separate document providing a philosophical statement discussing the role and responsibilities of the community college to students with disabilities (not to exceed one page).
6. Photocopies of all college transcripts.

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.

SALARY RANGE: \$54,355-\$89,270 annually plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

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. Faculty are also eligible for paid sabbatical leaves and stipends for educational and professional development.

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

TERMS OF EMPLOYMENT: Full-time, Tenure-track position, 11 months per year. Schedule to include some evenings.

STARTING DATE: Fall 2007

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.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be 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>