

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Test Assistant

(Disability Support Services (DSS)/Special Education)

Job #07-157

Closing Date: 04/06/07

The Foothill-De Anza Community College District is currently accepting applications for **Test Assistant, Disability Support Services (DSS)/Special Education, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Special Education, provide Disability Support Services (DSS) program general support for test accommodation and related functions supporting students with disabilities. Assist with a variety of test proctoring and program support duties related to verifying authorizations, scheduling appointments, preparing and filing materials, receiving and delivering tests, and maintaining test records. Monitor time allotments of students taking accommodated tests. Assist with reading exams, providing scribe service, and enlarging, scanning, and copying instructional materials. Assist test proctor with exams in DSS, Computer Access Lab (CAL) or other locations. Answer telephone inquiries referring calls to appropriate personnel. Receive students and faculty providing assistance and general information. Answer general questions according to established guidelines. Maintain confidentiality, test security and integrity. Maintain supplies and materials related to test accommodation in CAL lab and DSS office. 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 two years clerical experience.

PREFERRED QUALIFICATIONS:

1. Experience as an instructional assistant.
2. Experience working with persons with disabilities.

In addition, successful candidates will demonstrate the following:

1. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
2. Knowledge of basic office procedures, record keeping and scheduling.
3. Ability to use interpersonal skills with tact, patience and courtesy.
4. Ability to read aloud with clarity.
5. Ability to establish and maintain cooperative and effective working relationships with others.

6. Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
7. Ability to maintain confidentiality, test security and integrity.
8. Ability to operate a computer and use word processing applications.
9. Ability to operate a copier and scanner.
10. Ability to understand and follow oral and written directions.

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 Test Assistant, Disability Support Services (DSS)/Special Education (**not to exceed one page**).
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: \$2,855.30 per month plus benefits; level N-33

Position: Full-time, Permanent, 11 months per year

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

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>

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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>