

Disabilities Specialist-Associate Faculty  
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=236686>

Downloaded On: Feb. 6, 2025 2:30pm

Posted May 29, 2024, set to expire Apr. 22, 2025

**Job Title** Disabilities Specialist-Associate Faculty

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** May 29, 2024

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Faculty Associate  
Associate Professor

**Academic Field(s)** Administration - Student Affairs  
Education

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/4522941/disabilities-specialist-associate-faculty>

**Apply By Email**

**Job Description**

**Disabilities Specialist**

As an Associate Faculty with Disabled Student Programs (DSPS), your responsibilities will include: Administering and interpreting both group and individual tests for the purposes of determining the existence, nature, and extent of students' learning limitations; Interviewing, screening, and certifying students referred because of suspected learning disabilities; Determining eligibility for academic accommodations; Developing academic accommodation plans; Providing disability-related advising; Assisting with DSPS recruitment and outreach; Developing and conducting in-service training for faculty and staff; Recruiting, hiring, training, assigning supervising and evaluating the work of student

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assistants.

**Overview:**

The intent of the pools is to create a list of qualified applicants who are interested in teaching on a temporary part-time basis in various disciplines. Associate Faculty are employed by semester and may teach up to a maximum load of 33.5% per primary term.

**Representative Duties**

The part-time college instructor is responsible for effective performance in the following areas:

A. General Scope of Responsibilities

1. Excellence in teaching and instruction.
2. Maintenance of professional growth and academic currency.
3. Carrying out-of-area, departmental and/or program responsibilities.

B. Teaching and Instruction – The following duties are representative of the kinds of expectations that are normally required of a part-time Butte College instructor. Certain duties are common to the everyday operational needs of the College while other activities may be required on an as needed basis. All of the duties, however, are common requirements at various times for full-time instructional positions.

1. Plans for and is continually well prepared to teach.
2. Provides organized delivery of instruction.
3. Is courteous to and approachable by students.
4. Instruction is consistent with the stated and approved goals and content of the course.
5. Sticks to the subject matter of the course.
6. Inspires students to engage in subject matter.
7. Uses standards of student feedback that are clear, fair and followed consistently throughout the course.
8. Requires levels of instructor and student effort sufficient to the mastery of the subject or skills in the course.
9. Grades and returns student assignments and tests in a reasonable period of time.
10. Makes effective use of teaching aids and materials required of students (e.g., texts, manuals, etc.).

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11. Prepares complete course outlines and syllabi.
12. Revisions to course content as needed for currency.
13. Coordinates with Department Chair to synchronize course contents and methods with other teachers in the program/discipline.
14. Meets and assists students during office hours or by appointment or at other reasonable times (optional).

C. Area or Departmental Responsibilities

1. Is knowledgeable about and abides by College policies and procedures. This includes the accurate and timely submission of all reports, grades and paperwork.
2. Meets deadlines and time targets.
3. Orders instructional materials, equipment and textbooks with sufficient lead times.
4. Exercises good judgment in the use of and/or management of facilities, equipment and supplies.
5. Attends assigned flex meetings as requested.
6. Works well with peers, classified staff and administration.

**Qualifications/Requirements**

**MINIMUM QUALIFICATIONS:**

- To view the current faculty minimum qualifications, click [here](#).
- Minimum qualifications with no degree or degree without a general education component, click [here \(Download PDF reader\)](#).

**DISCIPLINES REQUIRING PROFESSIONAL EXPERIENCE:**

**Work Experience Letters:** For disciplines that do not require a master's degree, please attach letters from your employer verifying your related work experience. Please ensure the letter(s) note whether the experience was full-time or part-time. For part-time experience please be sure the letter(s) include the number of hours per week worked.

- Bachelor's degree or higher - Attach letter(s) verifying 2 years of related full-time work experience.
- Associate degree - Attach letter(s) verifying 6 years of related full-time work experience.

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**DIVERSITY AND EQUITY QUALIFICATIONS:**

Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds that characterize community college students in a manner specific to the position.

**Supplemental Information**

**PRE-EMPLOYMENT REQUIREMENTS:**

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The Butte-Glenn Community College District is an Equal Opportunity Employer.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**