

Teacher Specialist - Disabilities Pasadena City College

Direct Link: <https://www.AcademicKeys.com/r?job=245833>

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Posted Sep. 26, 2024, set to expire Jan. 23, 2025

Job Title	Teacher Specialist - Disabilities
Department	Disabilities
Institution	Pasadena City College Pasadena, California
Date Posted	Sep. 26, 2024
Application Deadline	10/18/2024
Position Start Date	Spring 2025
Job Categories	Faculty Associate Assistant Professor
Academic Field(s)	Social Sciences - Other Social Sciences - Psychology Humanities - Other Administration - Student Affairs Administration - Counseling Services
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Job Description	

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Pasadena City College is hiring a full-time, tenure-track Teacher Specialist - Disabilities commencing in Spring 2025.

We are committed to helping all students achieve their educational goals, including those of every

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race, religion, gender, ethnicity, veterans, people with disabilities, and members of the LGBTQIA+ community, regardless of background and level of preparation. We are looking for candidates with a commitment to mentoring students from underrepresented demographics in the sciences who can create a welcoming classroom culture and positively engage in our diverse student population.

At Pasadena City College (PCC) we celebrate and respect the racial, social, economic, academic and cultural diversity including students with different ability statuses.

- We seek candidates whose experience, teaching, and/or service advance anti-racism, anti-oppression, equity, and justice.
- We welcome candidates whose experiences have facilitated their understanding of traditionally underrepresented racial minority communities.
- Faculty are expected to have an inclusive stance on mentoring and engagement that incorporates working with historically marginalized populations.
- We seek candidates who have the desire and ability to create a welcoming classroom culture that positively engages and impacts our racially and socially diverse student population.
- We seek applications from candidates who can demonstrate experience in teaching and working with individuals from diverse backgrounds and contribute to the College's mission, vision, and core values.

We are committed to achieving equally high outcomes for all students. Successful candidates will share our vision and will work with us to help all students, regardless of background and level of preparation, achieve their educational goals. PCC is a designated Hispanic-serving institution that takes great responsibility in serving our Latinx students while also supporting Black, Asian American and Pacific Islander and Indigenous students towards their educational attainment and economic well-being. Pasadena City College prides itself on faculty contributions through active participation in college-wide governance and the decision-making process.

RESPONSIBILITIES OF THE TEACHER SPECIALIST - DISABILITIES:

- Provide disability-related services as it pertains to learning, academic, and career goals to student with a wide range of disabilities
- Determine eligibility for services based on assessment, review of documentation, and consultation with appropriate professionals
- Prescribe appropriate accommodations and recommend support services for students with a wide range of disabilities
- Through the interactive process, generate an Academic Accommodation Plan
- Develop and/or implement Classroom Accommodation Plan every term and provide ongoing

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- evaluation of students' progress and recommendations for needed educational services
- Educate students with disabilities in the use of compensatory strategies to mitigate disability-related functional limitations
- Mentor students with disabilities to effectively self-advocate and explain their accommodation needs to faculty
- Maintain accurate and confidential records for each student in compliance with state and federal regulations
- When appropriate, works with parents and advocates of students with disabilities
- Be familiar with assistive technology and alternate media in order to make recommendations for student accommodation
- Provide consultation to, and work cooperatively with, faculty, staff, and administration to ensure optimal service, program, and activity accessibility to students with disabilities
- Maintain liaison with educational and community-based organizations for ongoing referrals
- Represent Lancer Accessibility Resource Services (LARS) in campus committees and department meetings to maintain the flow of information critical to the accessibility, quality, and consistency of services, and participate in program development and college accreditation reviews
- Stay abreast of federal and state legislation and campus policies affecting accessibility for students with disabilities
- Promote the practice of civility and respect in the workplace
- Performs other duties as assigned by the supervisor

PROFESSIONAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Have a demonstrated knowledge of a variety of disabilities
- Possess demonstrated knowledge of, and have experience in consulting about, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Title II and Amendments Act of 2008), the Federal Educational Rights and Privacy Act (FERPA), Title 5 of the California Education Code pertaining to the Disabled Student Programs & Services, and other appropriate laws and regulations pertaining to higher education and disability
- Experience in reviewing disability documentation, including psycho-educational reports, medical and psychological reports, Veteran's Administration reports, and Individual Educational Plans (IEPs) for purposes of determining eligibility for services
- Knowledge of effective counseling and instructional methods and strategies to increase the persistence, success and retention of basic skills students
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Commitment to an equitable, as well as inclusive working and learning environment for all

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- members of the campus community
- Ability to work collegially and collaboratively across the institution to develop effective student-focused services
- Possess strong problem-solving abilities and excellent interpersonal skills

MINIMUM QUALIFICATIONS:

- Possession of a Master's degree in rehabilitation counseling, OR
- Possession of a Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, OR
- A Bachelor's degree in marriage and family therapy or in marriage, family and child counseling **and** possession of a license as a Marriage and Family Therapist (MFT); and either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services (DSPS) Program or in a program dealing predominantly or exclusively with people with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following;
- Counseling for students with disabilities; OR
- Counseling 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, or the equivalent, OR
- Valid California Community College DSP&S Counselor Credential, OR
- The equivalent

Degree must be shown as conferred on transcript. Some degrees may require equivalency. When equivalency is requested, the file will be reviewed by PCC's Equivalency Committee. It is the applicant's responsibility to provide ample documentation to support equivalent qualifications.

DESIRABLE QUALIFICATIONS:

- Ability to work collegially and collaboratively across the institution to develop effective student-focused services
- Possess strong problem-solving abilities and excellent interpersonal skills
- Have a demonstrated knowledge of a variety of disabilities
- Possess demonstrated knowledge of, and have experience in consulting about, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Title II and

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Amendments Act of 2008), the Federal Educational Rights and Privacy Act (FERPA), Title 5 of the California Education Code pertaining to the Disabled Student Programs & Services, and other appropriate laws and regulations pertaining to higher education and disability

- Experience in reviewing disability documentation, including psycho-educational reports, medical and psychological reports, Veteran's Administration reports, and Individual Educational Plans (IEPs) for purposes of determining eligibility for services
- Two years of full-time experience within the last four years in an institution of higher education working with students with disabilities
- Experience in counseling and serving community college students with disabilities
- Knowledge of assessment measures (i.e., academic, career, psycho-social, and psycho-educational) to include interpretation and utilization of data in the counseling process
- Knowledge of assistive technologies to facilitate access to educational programs for students with disabilities
- Proficiency in a non-English language common to students with disabilities at Pasadena City College, e.g., Spanish, Chinese (Mandarin, Cantonese), American Sign Language, or others
- Experience in counseling and serving community college or university students wi

THE ASSIGNMENT:

- Twelve Months, 100% - Tenure-track position beginning Spring 2025.
- Thirty-five (35) hours per week, plus five (5) hours for professional growth and development activities, college governance, and other professional responsibilities.

CONDITIONS OF EMPLOYMENT:

- Successful completion of Live Scan clearance and TB screening
- Successful completion of a pre-employment physical examination.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member
- Board of Trustees approval

APPLICATION AND SELECTION PROCESS:

Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes

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are not accepted. You can apply for a position from any computer with Internet access. Applications completed and received **by 11:59 p.m. on October 18, 2024 will receive full consideration.**

Please keep in mind the following:

- If you do not follow the process or your application is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- While the acceptance of the application packet is done through the Applicant Tracking Software (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and "open until filled," unless otherwise stated.
- The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified. approximately 4 - 5 weeks following the closing date as to the status of their application

SUPPORTING DOCUMENTS:

For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

- Complete application for employment indicating your career experiences and your abilities as they relate to this position
- Detailed resume/curriculum vitae (CV)
- Cover letter that addresses your qualifications for this position. Please include the ways you meet each of the items listed under the "Responsibilities/Duties", "Minimum Qualifications", "Professional Skills, Knowledge, and Abilities", and "Desirable/Preferred Qualifications". Include an Equity, diversity, and inclusion statement that describes your past and planned contributions to equity, diversity, and inclusion

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After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process. A teaching demonstration may be required at the interview stage.

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted.

PASADENA AREA COMMUNITY COLLEGE DISTRICT Equal Opportunity, Title IX, Section 504 Employer

APPLICATION AND SELECTION PROCESS

Pasadena City College (PCC) utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. Job postings will not be reopened due to failure to submit an application before the closing date **for any reason**. You can apply for a position from any computer with Internet access. Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- If you need to update any submitted information, you will need to reapply in full. When HR sees duplicate applications, we archive the oldest and the most recent application and materials are considered.
- The selection advisory committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview.
- While the acceptance of the application packet is done through PCC's Applicant Tracking System (ATS), all hiring decisions are made by a hiring committee.
- Once applications are submitted, they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance with your application, please refer to the [application guide](#) or you may contact NeoEd Customer Support at 855-524-5627. Customer Support is available Monday - Friday, 6 a.m. - 6 p.m. (PST).

All materials listed below may be required for your application packet to be considered complete:

1. Resume or Curriculum Vitae

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2. Cover Letter

After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process.

ADDITIONAL INFORMATION

- Successful applicants must provide proof of eligibility to work in the United States.
- Successful completion of background check including Live Scan and Tuberculosis (TB) assessment/screening.
- Pasadena Area Community College District **will not** sponsor any visa applications.
- Applicants must be available for interviews at Pasadena City College at no cost to the District.
- Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Office of Human Resources directly at (626) 585-7388.
- The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District office at 1570 E. Colorado Blvd., Pasadena, CA 91106.
- Crime awareness and campus security information are available from Campus Police. (Public Law 101-542).
- The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.
- An applicant, who attempts to contact individual Board members or members of the screening committee with the intent of influencing the decision of the committee or the Board, will be disqualified. General inquiries regarding the position and/or District employment should be directed to the Office of Human Resources.

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Contact Information

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

Contact

Disabilities
Pasadena City College

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