

Part-Time Learning Disability (LD) Specialist/Counselor  
(Pool)

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246551>

Downloaded On: Dec. 26, 2024 9:43am

Posted Oct. 7, 2024, set to expire Jan. 26, 2025

**Job Title** Part-Time Learning Disability (LD)  
Specialist/Counselor (Pool)

**Department**

**Institution** West Valley-Mission Community College District  
Santa Clara, California

**Date Posted** Oct. 7, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5699739>

**Apply By Email**

**Job Description**

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**Part-Time Learning Disability (LD) Specialist/Counselor (Pool)**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.



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### Requisition Details

#### Position Information

**Position Title** Part-Time Learning Disability (LD) Specialist/Counselor (Pool)

**How many positions are you recruiting for?**

**Campus**

#### Position Summary Information

**Definition:**

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

**Assignment:**

This position is a part-time position as a part-time Learning Disability (LD) Specialist AND DSPS Counselor in the Counseling Department and DSPS. The academic assignment may include day, evening or on Saturday assignments and/or in an on-line/distance education format. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: Mission College, Santa Clara, CA

**Salary and Benefits:**

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$34,143 - \$49,337 per semester; and is based on academic achievement, teaching and related experience.

**Desired Qualifications:**



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Not applicable

**Knowledge and Abilities:**

**Examples of Duties and Responsibilities:**

Counseling duties and responsibilities may consist of one or more of the following:

- \* Counsel and advise students, on both an appointment and a drop-in basis.
- \* Perform specialized work duties as necessary during registration periods.
- \* May teach Counseling courses.
- \* Provide formal in-service training.
- \* Participate in program/service development activities.
- \* Perform other duties as required for the department and/or college.
- \* Work cooperatively within the college community.
- \* Foster an environment that protects academic freedom within the college community.
- \* Foster a positive working environment that is free from harassment, prejudice and/or bias.
- \* Demonstrate a respect for the dignity of each individual.

**Working Conditions:**

**Other Duties:**

**Physical Demands:**

**Applicant Information:**

APPLICATION INFORMATION:

- \* Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; (4) District Equivalency Application, if applicable; and (5) Any requested licenses or certificates, if applicable.
- \* All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- \* Supervisor(s) name(s) and telephone numbers must be included in the application.
- \* Incomplete applications will not be considered.



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- \* Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- \* The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

#### ABOUT TRANSCRIPTS:

- \* If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- \* Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- \* Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- \* If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store, then attach the electronic version of your transcript to this online application.
- \* Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

#### Selection Process:

##### SELECTION PROCESS INFORMATION:

- \* Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- \* Travel expenses to attend the interview are the responsibility of the candidate.
- \* Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- \* Application materials become the property of the District and will not be returned or duplicated.
- \* The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- \* Upon hire the successful candidate must provide the required documents of identity and authorization

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to work and attest he/she is authorized to work in the United States.

\* Prior to employment, the selected candidate must submit official transcripts.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Detail Information**

**Posting Number:** FY20/21-006POOL

**Open Date:** 04/28/2021

**Close Date:**

**Open Until Filled:** Yes

**Requisition Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \* Do you request faculty equivalency for either discipline?
  - Yes, I request faculty equivalency to the stated qualifications for the LD Specialist discipline.
  - Yes, I request faculty equivalency to the stated qualifications for the DSPS Counseling discipline.
  - Both, I request faculty equivalency to the stated qualifications of both disciplines.
  - Neither. My educational qualifications meet the stated qualifications for both disciplines.

**Applicant Documents**

**Required Documents**



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1. Resume/CV
2. Transcripts

**Optional Documents**

1. Additional Transcripts
2. Other Related Licenses or Certificates
3. Additional Supporting Documentation
4. Supporting Documentation for Equivalency Request 1
5. Supporting Documentation for Equivalency Request 2

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission 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**

N/A

West Valley-Mission Community College District

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