

**PT Tools for Transition and Work (TTW) Instructor  
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=255072>

Downloaded On: Apr. 3, 2025 3:22am

Posted Mar. 31, 2025, set to expire Jun. 1, 2025

<b>Job Title</b>	PT Tools for Transition and Work (TTW) Instructor
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Mar. 31, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Vocational/Technical
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**Job Description**

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**PT Tools for Transition and Work (TTW) Instructor**

HR EMPLOYMENT/CAREERS

**PART-TIME TOOLS FOR TRANSITION AND WORK (TTW) PROGRAM INSTRUCTOR**

Foothill-De Anza Community College District is establishing a pool of qualified applicants for this position. Applications will be accepted continuously until otherwise noted. Applications will remain on file for two years from date received or last submitted.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or

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any other costs incurred by applicant to attend interviews or accept employment. All interviewing and moving costs incurred will be the responsibility of the applicant.

### **SELECTION PROCEDURE:**

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.

### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

- Teach courses in the Tools for Transition and Work (TTW) Program. The primary area of responsibility will be classroom teaching which includes Job Search Skills, Career Resources, Employment Issues, ADA and the Law, Job Training and Internship, Basic Computer Skills, Personal Development and other vocational and educational classes for students with disabilities.
- Standard duties expected of all part-time faculty include the performance of instructional, counselor, or librarian duties as assigned; evaluation and assessment of student work; and timely submission of grades. In addition, part-time faculty are expected to participate in the assessment of their performance, including administrative and student evaluations. Part-time faculty may also have opportunities to participate in various campus and staff development activities and are encouraged to be involved in the larger College or District community. Part-time faculty may be eligible to receive additional pay for office hours, additional assignments, and professional development events.

### **WORKING CONDITIONS:**

#### **Environment:**

1. Indoor, office environment.

#### **Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

### **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, or equivalent foreign degree, in the category of disability, special education, educational, psychology, education psychology, or rehabilitation counseling AND (15) semester units/(22.5) quarters units of upper division or graduate study in the area

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of disability, to include, but not limited to (a) Learning Disabilities; (b) Developmental disabilities; (c) Deaf and hearing impaired; (d) Physical disabilities; or (e) Adapted computer technology.

**NOTE:** Official Transcripts verifying qualifications will be **REQUIRED** prior to an offer of employment. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense. Both Foothill De Anza CCD employees and external candidates must submit transcripts.

### **PREFERRED QUALIFICATIONS:**

1. Two years teaching experience in an educational or vocational setting with persons with disabilities including but not limited to Autism Spectrum Disorder, Down Syndrome, Developmental Delays (NOS), Learning Disabilities, and emotional and behavioral disabilities.
2. Experience working with assistive technology such as text-to-speech, screen readers and voice recognition.
3. Knowledgeable in the use and implementation of universal design in the classroom.
4. Demonstrated ability to collaborate and work in a team environment.

### **SALARY RANGE:**

Actual placement is based on applicant's verified education and experience.

**For the complete Faculty Salary Schedule, go to:** [https://hr.fhda.edu/\\_faculty-information.html](https://hr.fhda.edu/_faculty-information.html)

### **APPLICATION PROCESS:**

To be considered for this pool, you must submit an on-line application packet with the following items:

1. A District on-line application at <https://hr.fhda.edu/careers/>. In the application, you will provide 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.
2. A current resume of all work experience, formal education and training.
3. A cover letter addressing your qualifications for the position.

If any required application materials are omitted, the committee will not review your application materials.

If you wish to request equivalency for this position (if you believe you do not meet minimum qualifications), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. [https://hr.fhda.edu/\\_forms.html](https://hr.fhda.edu/_forms.html)



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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services.

The successful applicant will be required to provide proof of authorization to work in the U.S.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/73?c=fhda>

### Contact Information

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

### Contact

Staff

Foothill-De Anza Community College District

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