

Learning Disabilities Learning Lab Specialist, Adjunct
Faculty
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=260778>

Downloaded On: Aug. 6, 2025 10:59am

Posted Aug. 5, 2025, set to expire Dec. 4, 2025

Job Title Learning Disabilities Learning Lab Specialist, Adjunct
Faculty

Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Aug. 5, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Adjunct Professor
Professional Staff

Academic Field(s) Humanities - English
Education

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Job Description

Posting Details

Position Information

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Position Title: Learning Disabilities Learning Lab Specialist, Adjunct Faculty

Requisition Number: FAC00475

General Description

The Learning Lab of the Community College of Philadelphia is seeking a Part-Time Adjunct Learning Disabilities Specialist to support our mission of enhancing student learning. In this role, you will provide academic support to students with disabilities. You will communicate and collaborate with instructional faculty, support services faculty and staff, as well as with the Director and staff of the Center on Disability, about how to best serve students with disabilities. In a secondary capacity, the Learning Disabilities Specialist will be expected to provide academic support for students in the general population who are taking Developmental English courses. The ideal candidate will have a strong background in accessibility technology, a passion for providing academic support to students, and a commitment to fostering student success in an academic setting.

The Learning Lab fosters student success by providing academic and tutoring support to students enrolled in college courses. Specialists within the Learning Lab are responsible for providing workshops, small group, and individual instruction; assisting in developing, implementing, and providing leadership to a staff of peer tutors, as well as full-time and part-time specialists; maintaining widespread knowledge of academic programs and student services; and collaborating with instructional faculty in academic departments to promote appropriate Learning Lab support, to enhance student performance and retention.

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

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Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- Provide academic support/instructional assistance to individuals and small groups of students in Biology courses. Develop and conduct Reading/Writing, study skills, and other appropriate academic support workshops for students with Learning Disabilities.
- Day, evening or weekend availability to work at the Main Campus, or Northeast, or West Regional Center Learning Commons. The areas of greatest need are daytime hours at the Northeast Regional Center or evenings at the West Regional Center.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College.
- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Participation in continual assessment and course updates to ensure excellence in meeting program and student learning outcomes.
- Student Success: Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

Minimum Qualifications

- Qualified applicants will have a Master's degree in Special Education or related field with learning

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disabilities emphasis.

- Applicants must have a strong background in assistive-technology programs is required.
- Qualified applicants must have in depth knowledge of current computer operating systems; network operating systems; current versions of Microsoft Office; and assistive technology programs, such as Kurzweil 3000 and Natural Reader.

Preferred Qualifications

- The ideal candidate will have a Bachelor's degree with a minor in English, an English-related field, or a strong background in English, as demonstrated by documented coursework.
- Successful applicants will be able to communicate effectively, share vision, focus on people, strong customer service values, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Successful applicants will have at least three (3) years teaching experience at the post-secondary or secondary level and experience with adult learners.

Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years

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- Spring Break: 1 week in March

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: Adjunct Faculty

Job Posting Open Date: 12/16/2024

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle

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- Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * Do you have at least a Master's degree in Special Education or related degree with a learning disabilities emphasis?
- Yes
 - No
4. * Do you have a bachelor's level English minor, English-related minor or strong background in English as demonstrated through documented coursework?
- Yes
 - No
5. * Do you have a strong background in assistive-technology programs?
- Yes
 - No
6. * Do you have in depth knowledge of current computer operating systems; network operating systems; current versions of Microsoft Office; and assistive technology programs, such as Kurzweil 3000 and Natural Reader?
- Yes
 - No
7. * Do you have at least three years teaching experience at the post-secondary or secondary level and experience with adult learners?
- Yes
 - No

Documents Needed to Apply

Required Documents

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1. Curriculum Vitae
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

Optional Documents

1. Resume
2. Teaching Philosophy
3. Writing Sample
4. References
5. Letters of Recommendation
6. Other Document (See Special Instructions to Applicant)

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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