F O O T H I L L - D E A N Z A C O M M U N I T Y C O L L E G E D I S T R I C T
EMPLOYMENT SERVICES • 12345 EL MONTE ROAD • LOS ALTOS HILLS CA 94022 • (650) 949-6217 • DIAL-A-JOB (650) 949-6218
Wwwfh.fhda.edu/district/hr/employment.html

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
De Anza College
High Tech Center Training Specialist/Instructor Assistive Computer Technology

Job Number:

Open Date:
Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position High Tech Center Training Specialist/Instructor – Assistive Computer Technology

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:
The Training Specialist provides instruction, technical assistance, training and resource materials to faculty and staff of California Community Colleges and other participating institutions in the areas of assistive and instructional computer technologies with an emphasis on assistive computer technologies for students with learning disabilities, visual disabilities, physical disabilities, or those who are deaf or hard of hearing. Design, develop and deliver training for faculty and staff of California Community Colleges in the use of assistive and instructional computer technology primarily for Windows and Macintosh computers. Develop training and course materials for use with assistive computer technologies in community college programs as they apply to the needs of students with disabilities. Work closely with High Tech Center faculty and staff statewide to facilitate the exchange of information and ideas. Provide technical assistance, consultation and training. Perform program reviews as requested. Act as a resource for technical assistance and support regarding the use of assistive and instructional computer technologies. Evaluate and review innovative methods and practices of potential benefit to students with disabilities as well as emerging assistive and instructional computer technologies.
Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attendance at division meetings, pursuit of professional growth activities and performance of other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and College committees and to participate in campus extra-curricular activities.

MINIMUM QUALIFICATIONS:
1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students.
2. A Bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology, physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer -based education; other computer related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities, or the equivalent.

PREFERRED QUALIFICATIONS:
1. Master's Degree in instructional design, special education, education or a related field.
2. Experience using assistive computer technology and web based instructional resources for teaching and learning.
3. Familiarity with State and National standards and guidelines which apply to the California Community Colleges with regard to equal access to technology and the provision of academic materials in alternate format for students and staff with disabilities.
4. Experience with the use of assistive computer technologies for blind, low vision, deaf and hard of hearing, physically disabled and learning disabled students.
5. Experience using instructional technology to design and develop training materials in a variety of delivery modes, preferably in an educational environment.

<u>In addition, successful candidates will demonstrate the following Knowledge and abilities:</u>
1. Knowledge of effective uses of a variety of assistive computer technologies such as screen readers for blind, Braille translation software, large print display systems, speech recognition systems as well as writing and productivity tools for students with learning disabilities.
2. Understanding of Windows NT and Macintosh operating systems and cross platform issues of application software.
3. Knowledge of Adult Learning Theory and assessment methods.
4. Ability to develop and assess educational programs.
5. Experience in instructional design and training development.
6. Familiarity with academic issues relevant to community college student populations.
7. Ability to work in a changing environment and manage multiple priorities.

-OVER-

APPLICATION PACKET:

1. District Application
2. A cover letter detailing the qualifications, skills and abilities that support your candidacy for this position.
3. A current resume of all work experience, formal education and training.
4. Photocopies of all transcripts.

Submit Application Materials to:

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

SALARY: Actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Faculty are also eligible for paid sabbatical leaves and stipends for educational and professional development.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: wwwfh.fhda.edu/district/hr/Personnel/Nutshell.html

TERMS OF EMPLOYMENT: Full-time, Grant Funded
11 months per year.

START DATE:

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

All successful applicants must provide proof of legal residence and authorization to work in the USA or proof of citizenship.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred through the interviewing process. All interviewing costs incurred by the applicant are the responsibility of the applicant.