



San Mateo County Community College District Employment Opportunity

Instructional Aide II

Alternate Media Service Provider

(Announcement No. C00-01.56)

CLOSING DATE: OPEN UNTIL FILLED

SALARY: \$2771 - \$3385 per month

ASSIGNMENT: Full time, 12 months per year

DIVISION/DEPT.: Disabled Students' Program and Services (Assistive Technology Center)
(College of San Mateo (San Mateo))

APPLICATION PROCEDURE: Completed application packets must be received in the Office of Human Resources on or before the stated closing date. Completed application packets include the following:

- A completed standard District application form
- A resume detailing all relevant education, training and experience
- A cover letter that summarizes applicant qualifications as they relate directly to the Requirements section below.

EXAMPLES OF ESSENTIAL FUNCTIONS: under general supervision, the Instructional Aide II will provide a variety of services in the Assistive Technology Center (ATC) which may include acquiring and producing materials in alternate formats (primarily e-text and Braille); providing assistance and training in the use of a variety of assistive technologies; monitoring students who are working in the Assistive Technology Center; preparing instructional materials; keeping records and inventories; and directing the work of student assistants and other staff as assigned. The Instructional Aide II will also: serve as a liaison between faculty, students and the DSP&S program to secure and translate instructionally related materials into alternate formats in a timely manner; provide guidelines to faculty and staff for formatting documents and information.; produce information in alternate formats; serve as liaison to the statewide center and publishers utilized to obtain and/or produce alternate media; monitor students using the ATC; provide training and assistance with a variety of assistive software, scanning and reading text, word processing, spreadsheet and browsing software; provide a liaison with DSPS specialists regarding students' use of ATC; maintain records of student progress; maintain the Assistive Technology Center including software installation, configuration, inventory, and software updates; coordinate repairs and updates with College technical support staff; serve as contact person within computer labs for situations relating directly to assistive technology; operate a variety of computer equipment (e.g. Windows computers, scanner, multimedia projector, CCTV, tape recorder, Braille embosser); monitor supplies and equipment and prepare orders as necessary; maintain attendance lists, student files, inventory, lab records, software update and licensing information; prepare correspondence, memoranda and training materials; enter, modify, and retrieve data using a computer; and perform a variety of other duties as assigned.

REQUIREMENTS:

- successful work experience as a tutor or non-credentialed teacher, preferably in a computer laboratory or similar environment, that has included demonstrated skill in
 - respectful, sensitive and effective communication with people who are diverse in their abilities, cultures and language groups, including modification of lesson materials and presentations to effectively address diverse groups of students;
 - oral and written communication;
 - working with people who have disabilities, preferably with assistive technology software and alternate media production;
 - use of a variety of computer software, such as a database, Word, Excel, internet and Windows to enter, modify and retrieve data, and to compose and prepare correspondence, memoranda, reports and other written materials;
 - working effectively as part of a customer service team
- a Bachelor's degree in Computer Science or a closely related field; or an acceptable equivalent combination of education and experience.

(See Reverse)

IMPORTANT INFORMATION FOR YOU, OUR APPLICANT:

GENERAL APPLICATION INFORMATION: please read carefully the list of materials which are to be in your completed application packet (see "Application Procedure" on the front of this announcement). Resumes may not be substituted for the completed, standard District application form.

FAX'd materials will be accepted by the Office of Human Resources; however, you will be required to submit the originals of your application packet as soon as possible, preferably before the stated closing date of recruitment.

During the selection process, you may be contacted either by telephone or by mail. Please notify the Office of Human Resources immediately, and in writing, of any changes to your current address or contact telephone numbers.

Please note: If you are selected as a finalist, the three individuals whose names you provide on the District application form as Business References will be asked to discuss details concerning your applicable previous training, job duties and applicable job responsibilities as they relate to the vacant position. Please provide only those persons as references who will be able to fully participate in such a discussion.

DISTRICT SELECTION PROCESS: application packets are received in the Office of Human Resources until the stated closing date. Following the close of recruitment, application packets are forwarded to the hiring manager and Screening Committee for the start of the selection process. The basic selection procedure consists of a committee review of the application packets received, an interview for those candidates who most closely meet the stated qualifications (meeting the minimum requirements does not guarantee an interview), and a "final interview" for those candidates who are selected for the next step in the process. Candidates are often asked to demonstrate their job-related skills.

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

PAYROLL INFORMATION: District employees are paid on the last working day of each month. Academic employees are automatically enrolled into the State Teachers' Retirement System and make monthly contributions to that system. Classified (non-academic) employees are automatically enrolled in the Public Employees' Retirement System and into Social Security, and monthly employee contributions are made to both of these companion retirement systems. ***Many District positions are also represented by collective bargaining units which require employees to pay monthly dues or equivalent employee contributions.***

APPLICATION MATERIALS: Copies of job announcements, standard District application forms and other materials may be obtained from, and must be returned directly to, the Office of Human Resources as follows:

San Mateo County Community College District
Office of Human Resources, 3401 CSM Drive, San Mateo CA 94402
Telephone: (650) 574-6555 FAX: (650) 574-6574
24-hour Job Line at (650) 574-6111

**For your online convenience, you may visit our WEB PAGE (copies of our job announcements and application materials are available ON THE WEB) at:
<http://smccd.net/hr>**

EMPLOYMENT POLICIES: A) The San Mateo County Community College District is an Equal Opportunity Employer that actively seeks applicants who represent the rich diversity of racial and language groups, cultures and abilities of its surrounding communities.; B) Smoking is strictly prohibited within a minimum of fifteen (15) feet from any doorway, indoor entrance or air vent. C) All new employees will be required to show proof of identification and authorization to work in the United States, pursuant to the 1986 Immigration Reform and Control Act.

(2/12/01-CG)