SELECTION PROCEDURE

Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 5:00 PM (Monday through Friday)

HR SUMMER Hours:
May 25-August 7, 2015
8:00 AM - 5:00 PM
(Monday through Thursday, closed on Fridays)

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Equal Opportunity Employer

08/05/15
PROFILE
Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu/.

Disabled Student Programs and Services (DSPS) provides students with disabilities the accommodations & services needed to succeed. Funded by DSPS categorical funds, the DSPS Program Assistant is under the supervision of the Dean of DSPS. DSPS is responsible for analyzing highly confidential information and providing accommodations according to legal mandates and in a timely manner.

The position performs the conversion of instructional and informational material to alternate media formats; assists with the application of a variety of alternate media technologies and assistive technologies (AT) related to specific disabilities and serves as a resource to faculty/staff related to alternate media and AT, formatting and trouble-shooting; provides accurate record keeping and prepares reports pertaining to alternate format production and utilization. The position provides training to students and staff on various AT and Alternate Media formats.

DUTIES AND RESPONSIBILITIES
A job description with duties and responsibilities, knowledge, skills and abilities for this classified position can be found on the Human Resources page of the college website at www.cerritos.edu/hr. Candidates are advised to review this job description.

EMPLOYMENT STANDARDS

Education and Experience:
The position requires a high school diploma or equivalent, and college level coursework in education or similar discipline, and two years of experience working with students with disabilities and alternative learning technologies. An Associate’s degree is preferred and may substitute for some experience.

Preferred Qualifications:
- Recent experience working with a wide variety of students with disabilities.
- Skilled in the use of MS Word, Excel, Rosters+, CI Track, SARS, PeopleSoft Planning Plus or similar systems.
- Ability to communicate effectively and in a diplomatic way to help make a proper referral or appointment.
- Knowledge of the disability community and disability-related organizations in the community and their services.
- Evidence of sensitivity to and understanding of diverse academic, cultural, disability and ethnic backgrounds of community college students.

SALARY/FRINGE BENEFITS
- Grade 28 on District Salary Schedule ($3,318.00-$3,978.00/month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000).
- Participation in the Public Employees Retirement System and Social Security.

CONDITIONS OF EMPLOYMENT
- Hours: 8:00 am - 5:00 pm (Monday, Wednesday and Thursday with 30 minutes lunch break) . 8:00 am - 6:00 pm (Tuesday with 30 minutes lunch break). 8:00 am - 1:00 pm (Friday).
- This is a full-time 12 - month classified categorically funded position.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

APPLICATION DEADLINE
This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 5:00 PM on August 20, 2015. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 5:00 PM on August 20, 2015. It is the applicant's responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

APPLICATION PROCEDURE
For an application to be considered, a completed District Classified Employment Application form must be received at the following address:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298