



Applications are due by the end of the day on Friday, September 23, 2022.

PROFESSIONAL EXPERT/PROGRAM SPECIALIST – COLLEGE TO CAREER PROGRAM

Under the general direction of the Dean of Student Services, the Program Specialist is responsible for the leadership, planning, directing, supervising the C2C staff, serves as the liaison to WLAC DSPS and the Department of Rehabilitation

PERSONNEL SUPERVISED: Certificated, classified, unclassified personnel as assigned, adult students and volunteers.

RESPONSIBILITIES:

1. Administers the College to Career program in accordance with the standards and policies set forth in the Department of Rehabilitation, California Administrative Code, Title 5, and Los Angeles Community College District rules, regulations and policies;
2. Ensures that the program meets all Funding Terms and Conditions of the California Department of Rehabilitation, managing the cooperative agreement budget and fiscal resources, including the development, implementation, maintenance and reporting of all requirements of state contracts and all other funding sources;
3. Coordinates efforts between Disabled Students Program Services, WLAC Student Services, and the C2C program to maximize the services to students. Coordinating specialized services and determining appropriate intake eligibility and referrals to ensure student access and liaison with Department of Rehabilitation (DOR);
4. Coordinates selection, supervision and evaluation of all C2C faculty and staff in accordance with accepted District policies;
5. Ensures program development and implementation of program activities, objectives, and goals in accordance with exemplary developmentally appropriate practices for students with intellectual disabilities or autism spectrum disorder, in order to facilitate the development of student educational and employment plans;
6. Supervises the recruitment, onboarding, educational success, and job placement of students;

7. Facilitates opportunities for professional development to ensure continued study of research and understanding of current trends and practices in working with students with intellectual disabilities or autism spectrum disorder with postsecondary experiences;
8. Acts as a liaison to campus, district, California Department of Rehabilitation, community agencies and general public through contacts and participation in local, regional, and state activities to promote College 2 Career;
9. Coordinating with existing vocational and transition programs as well as with the Department of Rehabilitation and Regional Center;
10. Assisting with training academic and classified staff;
11. Preparing student activity reports, and providing outreach, as outlined per WLAC and DOR contract agreements; and
12. Serving on and attending department, college, and district committees as needed;
13. Assisting in program review, student learning outcome development and assessment to improve student learning;
14. Work assignments in a variety of settings and times, including evening and/or weekends, and on-line or off-campus as needed;
15. Performing other related duties as requested; and
16. Otherwise fulfilling other duties and responsibilities as required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Knowledge of principles, methods and techniques of supervising and operating a program with the intent to assist students with identifying short-term academic goals that will lead to entry level employment.
2. Knowledge in principles of fiscal management, long and short range planning techniques, and community college operations.
3. Comprehensive knowledge of theory, research, and practical experience of working with students with intellectual disabilities or autism spectrum disorder with postsecondary experiences.
4. Demonstrate understanding, knowledge, and application of California Department of Rehabilitation. California Community College regulations, procedures and practices.
5. Demonstrate ability to effectively communicate both verbally, in writing, and public presentations.

6. Demonstrate ability to motivate and support innovative ideas and techniques in an educational setting. Demonstrate ability to make effective decisions and take independent actions.
7. Demonstrate ability in effective personnel management that fosters positive staff relations.
8. Ability to research, compile and analyze information/data, make recommendations, and prepare and present reports.
9. Demonstrate understanding, sensitivity, and desire to serve the diversity of the C2C population, which includes cultures, ethnicity, economic, family structures, and disabilities
10. Ability to work effectively in a demanding environment.
11. Familiarity with grant writing and resource generation.
12. Working knowledge of standard computers and software programs.

QUALIFICATIONS:

All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practice within the classroom; AND

Master's in rehabilitation counseling; OR

Master's in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling OR

A bachelor's degree in marriage and family therapy or marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); AND

Fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, OR

Completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services (DSPS) Program or in a program dealing predominantly or exclusively with people with disabilities; OR

Two years of full-time experience, or the equivalent in one or more of the following: Counseling for students with disabilities or Counseling in industry, government, public agencies, military or

private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities, or the equivalent; OR

A valid California Community College Credential; OR

The equivalent education and/or experience (requires an equivalency).

(NOTE: If the degrees posted on your transcript(s) do not match EXACTLY as stated above, you MUST petition for equivalency. EXACTLY as stated above, you MUST petition for equivalency.)

Desirable Qualifications:

Experience and skill incorporating elements of diversity, equity, and inclusion into all areas of responsibility;

Recent experience working with African American, Asian/Pacific Islander, Latinx, Native American, and other racially minoritized students in the classroom and an understanding of how historical patterns of exclusion of these groups in higher education shape patterns of participation and outcomes;

Willingness to examine and remediate one's instructional, relational, and classroom practices to more effectively engage and support racially minoritized students;

Experience working with a diverse student population;

Related work and professional experience;

Experience working with students of various cultural, gender, age, socioeconomic, and ethnic backgrounds, including disabled students;

Experience counseling students with developmental disabilities in college level disabled students programs;

Knowledge of or experience with DOR, WLAC, and other community resource agencies;

Knowledge of the ADA, Section 504 of the Rehabilitation Act, Title V of Education Code, and Title XVII CVRC Regulations;

Demonstrated ability to communicate effectively with students and staff, particularly in leading difficult conversations;

Demonstrated ability to use technology;

Related work and professional experience including teaching, grant writing, financial/reporting procedures, and case management;

Potential for contribution to institutional vitality and growth; and

Knowledge of the community college and its mission and goals.

To apply: Please email your resume and letter of interest to Hansel Tsai at tsaih@wlaac.edu.

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About:

[West Los Angeles College](#)

[Career 2 College \(C2C\)](#)