



CC Educational Assistant Disabilities Specialist

Part Time, 15 hours a week, 12 Month, Special Appointment

ANTICIPATED STARTING DATE: September 2019

MINIMUM QUALIFICATIONS:

Master's degree in counseling or a closely related field is required. One to two years' working with students that have documented disabilities and providing appropriate academic adjustments. Knowledge of student development and general competence in specific academic subject matter including remedial math and English. An understanding of the mission of the community college and a demonstrated need to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are required.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

RESPONSIBILITIES:

The Disabilities Specialist will assist college Disabilities Services Staff to help support students with disabilities and perform the following duties:

- Work closely with college faculty and staff to support students who have identified themselves as having disabilities.
- Maintain confidential files and keep appropriate records.
- Teach self-advocacy skills to encourage and foster independence.
- Help students with disabilities to identify realistic academic and career goals.
- Review documentation and determine appropriate academic adjustments for students with disabilities.
- Assist students in communicating about their disability to faculty.
- Assist students with disabilities to identify internal and external resources.
- Advise students, faculty and administrators regarding current policies for students with disabilities.
- Participate in Disability Services meetings as needed and perform other responsibilities as assigned.

MINIMUM SALARY: \$36.49 per hour.

TO APPLY: Send letter of intent, BOR Employment Application found on the following website: <https://www.capitalcc.edu/wp-content/uploads/2016/10/BOR-Employment-Application.pdf> resume, transcripts and the names of three references to:

Josephine Agnello-Veley, Director, HR and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
Email: CA-HRApplclicant@capitalcc.edu

APPLICATION DEADLINE: Applications will be accepted on an ongoing basis until filled.
No phone calls; submit only one application either via email or hard copy.

Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F. Protected group members are strongly encouraged to apply.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jason Scappaticci, Title IX and Section 504/ADA Coordinator, Room 212A, Tel. (860) 906-5085.