

September 12, 2011

Intern Program Co-Director, UAS1300
Special Education Intern Program

Salary Range: \$25.00 - \$30.00/Hourly, depending on experience.

Work Schedule: Part-time. Hours to be determined. Exempt classification. This position is not eligible for benefits.

Essential Functions: The Co-Director is responsible for assisting the Director in all matters pertaining to the support and advisement of year 1 and year 2 education specialist interns and support providers. Duties include but are not limited to: provide advisement to interested applicants to the intern program; interview applicants and determine eligibility to the program; compose letters of eligibility to eligible applicants seeking employment; oversee completion of the paperwork for applicants to submit intern credential applications; conduct orientation meetings for new interns and their support providers each quarter; conduct quarterly workshops; review community projects submitted by new interns; review individual education enrichment plans; attend monthly Los Angeles Regional Intern Directors' meetings; attend bi-annual commission on Teacher Credentialing meetings; oversee special education website; and interview support providers and interns annually to determine what components of the program need improvement. Performs other related duties as assigned.

Requirements: A completed UAS employment application is required. Master's degree or Ph.D. in Special Education from an accredited four year college or university. Three years classroom teaching experience as a special education teacher. Experience mentoring a beginning teacher. Demonstrate skill in working with students with disability. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Review of applications/resumes will begin September 19, 2011 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

<http://www.calstatela.edu/univ/uas/hrmformtemp.php>

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.