# TEACHER - HOME ECONOMICS-

**Salary:** $3,902.00 - $6,781.00  
**Posted:** 03/27/2015

**Job Description:**

**JOB DESCRIPTION:**
Under direction of the OCB Administrator, at the Orientation Center for the Blind, the Teacher, Home Economics plays an integral role in the rehabilitation process, teaching pre-vocational, activities of daily living skills to prepare for independence, academic and employment opportunities. The Teacher, Home Economics provides individual and group instruction in activities of daily living to blind students, participates as members of an interdisciplinary team to support students with developing independent living skills and adaptive techniques. The Teacher, Home Economics supports and assists students’ adjustment to blindness, developing socially acceptable attitudes and interests, and prepares students to achieve independence and/or gainful employment.

**MINIMUM QUALIFICATIONS:**
Possession of a Secondary Credential with a major or minor in home economics.

Applicable backgrounds and credentials are required for the Teacher classes used at the Orientation Center for the Blind. The credentials referred to are valid California standard credentials. Applicants who do not possess the required credential or one of equivalent authorization may take the examinations but must have on file with the Commission for Teacher Preparation and Licensing an application for an appropriate credential before appointment and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.

**SPECIAL REQUIREMENTS:**
Knowledge and experience with rehabilitative services and independent living skills training to individuals with blindness/visual impairments, technically proficient in matters and related assistive technologies for persons who are blind/visually impaired.

**DESIRABLE QUALIFICATIONS:**
Empathetic, understanding, and a willingness to work with people with disabilities. Good written and verbal communication skills, the willingness and ability to behave with integrity and professionalism in a manner consistent with DOR policies and CalHR regulations.

**WHO MAY APPLY:**
Individuals who have list, transfer or reinstatement eligibility for appointment to the above class. In order to be considered for this position, please state the basis of your eligibility (e.g., transfer, list, reinstatement) in Section 12 of the application (Form STD 678). Employment provisions as outlined by the Department of Personnel Administration's State Restriction of Appointments (SROA) policy will prevail. May also consider a Training & Development assignment or a Temporary Authorization (TAU) appointment when applicable. Candidates will be considered based on a competitive process.

PAS #140018

**Additional Information:**

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<td>813 - 095 - 2376 - XXX</td>
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<tr>
<td>Timebase</td>
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<tr>
<td>Contact Unit/Address</td>
<td>Contact Name/Phone</td>
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<tr>
<td>095 / Orientation Center for the Blind</td>
<td>Chyrstal Gorham</td>
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<tr>
<td>400 Adams Street Albany, 94706</td>
<td>510-559-1214</td>
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Job Description:
LOCATION: Orientation Center for the Blind (OCB) in Albany. The OCB program is a 24/7 days a week residential facility providing independent living skills and provocational training services to adults who are blind/visually impaired. Available to staff: cafeteria, gym, and free on-site parking. The campus is conveniently located walking distance from public transportation- BART and AC Transit buses, and the El Cerrito shopping plaza.

JOB DESCRIPTION:
Under direction of the Staff Services manager I (SSM I), Assistant Administrator for Programs and Services, the Vocational Instructor (Computer and Related Technologies) at the Orientation Center for the Blind plays an integral role in the rehabilitation process, teaching computer skills to prepare for independence, academic and employment opportunities. The Vocational Instructor (Computer and Related Technologies) provides individual and group instruction in the use of computers with adaptive technology, software applications, hardware peripherals, and adaptive equipment to participants with visual impairments/blindness. The Vocational Instructor (Computer and Related Technologies) participates as a member of an interdisciplinary team to support participants with developing independent living skills and adaptive techniques, and assists participants’ adjustment to blindness, developing socially appropriate attitudes and interests, and prepares participants to achieve independence through gainful employment.

MINIMUM QUALIFICATIONS:
Credential: Possession of a valid California teaching credential which authorizes the holder to teach, on a full-time basis, a vocational course in the appropriate subject specialty. Applicants who do not possess this credential may take the examination, but must meet the requirements and have an application on file with the Commission on Teacher Credentialing for the appropriate credential before an appointment can be made, applicant must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any required examinations or course work.

SPECIAL REQUIREMENTS:
Knowledge and experience with rehabilitative services and independent living skills training to individuals with blindness/visual impairments, technically proficient in matters pertaining to computer and related assistive technologies for persons who are blind/visually impaired. Ability to continuously keep skills current with latest technologies.

DESIRABLE QUALIFICATIONS:
Empathetic, understanding, and a willingness to work with people with disabilities, good written and verbal communication skills, willingness and ability to behave with integrity and professionalism in a manner consistent with DOR policies and CalHR regulations.

WHO SHOULD APPLY:
Review the CalHR job specification to ensure you meet the minimum eligibility for the classification at: http://www.calhr.ca.gov/state-hr-professionals/pages/0731.aspx. Current State employees in this classification or those who are eligible on a certification list, transfer, reinstatement, Training & Development Assignment (T&D), or Temporary Authorization Utilization Appointment (T&U) may be considered for this vacancy. Transfer and reinstatement applicants must meet minimum qualifications per SPB Rule 250 for the above listed classification.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by all State departments, please visit the CalHR Website.

HOW TO APPLY: Visit the CalHR Website to download the application. When applying for this position, please note position # 813-095-7586-XXX on the application.

Submit your completed and signed State Application (Std. 678) and resume to: Department of Rehabilitation – Orientation Center for the Blind, 400 Adams Street, Albany, CA 94706, Attn: Jessica Grove. Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process.

Questions: If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact Jessica Grove, Orientation Center for the Blind, at (510) 559-1202.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants. Applications will be subject to screening and only the most qualified will be interviewed. Successful completion of live scan and a pre-employment physical (including drug testing for certain civil service classifications) will be required.

PAS#150627

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The Department of Rehabilitation (DOR) is recruiting for a Staff Services Manager II (SSM II) to serve as the Administrator for the Orientation Center for the Blind (OCB), a three acre campus located in Albany, California. The OCB is a 30-bed, residential 24/7 program providing vocational rehabilitation services for DOR consumers to support adjustment to blindness, the development of appropriate vocational behaviors, attitudes and interests, and the preparation of participants to achieve independence and gainful employment. The OCB Administrator is responsible for planning, organizing, directing, and evaluating policies and practices governing the administrative, program/services and facility operations of OCB, managing and leading an interdisciplinary team of professional and non-professional staff, directing and participating in resident consumer development services and processes, and serving as Chair of the Admissions Committee. The OCB Administrator further represents the OCB at meetings with other department divisions, advisory groups and other stakeholders, acts as ex-officio trustee for the American Printing House for the Blind federal quota program, and manages the OCB Trust Fund. The OCB Administrator will participate and contribute to the long-term strategy planning on policy and operational activities as a means to support the preparation of OCB participants to achieve independence and gainful employment and to support the mission of the department.

The OCB Administrator reports to the Deputy Director of the Specialized Services Division (SSD) in the DOR. The OCB Administrator position is based in OCB in Albany, California. The DOR works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living, and equality for individuals with disabilities.

Desired Qualifications:
• Ability to mentor, develop staff and promote team work
• Demonstrated ability to lead, supervise, and manage a multi-disciplinary team and the ability to develop and maintain excellent working relationships with staff at all levels of an organization
• Able to multi-task in a dynamic, ever-changing environment while remaining effective and exercising excellent problem solving skills
• Able to prioritize and meet deadlines
• Demonstrated possession of excellent verbal and written communication skills
• Demonstrated extensive experience, knowledge and background in services to the blind and visually impaired
• Demonstrated knowledge of the Department’s mission, goals, programs, and policies
• A personal commitment to the vision of the Department of Rehabilitation.

Special Requirements:
In addition to meeting the minimum qualifications of the Staff Services manager II (Supervisory) specifications, in compliance with the Welfare and Institution Code, the Administrator for the OCB shall have all of the following minimum qualifications:
(a) Four years of full time, paid experience working in a program for the education or rehabilitation of adults who are legally blind, with emphasis on nonvisual living techniques, including, but not limited to, daily living, mobility, and communication skills, at least two years' experience shall have been in a supervisory or administrative capacity.
(b) Proficiency in Braille as a second language.
(c) Education equivalent to graduation from college with a bachelor's degree. Additional qualifying experience may be substituted on a year-for-year basis.

Essential Information:
• The position classification is Staff Services Manager II, Supervisory (SSM II) with a monthly base salary range of $5,830.00 to $7,245.00. The description for the SSM II classification is available at: http://www.calhr.ca.gov/state-hr-professionals/pages/4800.aspx

• The incumbent will be hired using the Staff Services Manager II, Supervisory (SSM II) eligible list. The SSM-II minimum qualifications include: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience with at least one year in a supervisory capacity. In addition, a college degree is required.

• Those who are not already working in state government at the SSM II level must be on the SSM II eligibility list or take the SSM II examination at:https://exams.spb.ca.gov/exams/ssm2/

• A Training and Development (T&D) position may be considered when applicable.

This position will be open until filled; however, the DOR anticipates screening of candidates to begin March 1, 2016; therefore you are encouraged to submit your application package before screening commences. Final hire will be subject to the state’s hiring conditions.

Application Information:
Interested candidates must submit the following:
• Standard State Application (STD. 678)
• Statement of Qualifications
• Resume
• Evidence of their SSM II list eligibility, if applicable
The state application, along with instructions, is available online at: http://jobs.ca.gov/profile/stateapplication

A “Statement of Qualifications” is a discussion describing how a candidate’s education, experience, knowledge, skills and abilities meet the desirable qualifications and special requirements listed above for this position. The statement should be no more than two (2) pages in length and serves as a documentation of each candidate's ability to present information clearly and concisely in writing.

Resumes do not take the place of the “Statement of Qualifications. Although not required, applicants are encouraged to provide electronic copies of their submission along with the written copy. Electronic copies can either be e-mailed to the contact person, or be included in the paper copy submission on a CD.

Attached with this announcement is the duty statement for the OCB Administrator position.

Representatives from Advisory Committees and or stakeholder groups may participate in the interview process.

All complete application packages will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses for any interviews are the sole responsibility and at the expense of each candidate.

Applications are to be submitted to:
Department of Rehabilitation
Attn: Cresenda Manning
721 Capitol Mall
Sacramento, CA 94814

Questions about the position can be directed to the contact person, Cresenda Manning, at (916) 558-5815 or cresenda.manning@dor.ca.gov