

POSITION DESCRIPTION

Director of Disabled Student Programs and Services

Position Director of Disabled Student Programs and Services
Department/Site Student Services
FLSA Exempt
Evaluated by Dean of Counseling Programs and Services
Salary Range M-33

General Description

Under the direction and supervision of the Dean of Counseling Programs and Services, the Director of Disabled Student Programs and Services (DSPS) is responsible for the development, administration, and supervision of the District's disabled student programs and services.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Plans and administers the day-to-day operation of the District's disabled student programs and services.
- Ensures that appropriate services are provided to disabled students, including verification of a student's disability and verifies the determination of the eligibility process administered by the DSPS staff.
- Ensures that all eligible disabled students receive an academic accommodation plan.
- Ensures that all student records are maintained in a secure manner and remain confidential.
- Serves as a liaison between DSPS students, the faculty and staff concerning instructional and other accommodations.
- Provides in-service presentations concerning DSPS.
- Plans, develops and implements the District's DSPS Program Plan.
- Ensures the District is meeting the legal requirements and responsibilities concerning students with disabilities and their participation in educational programs and activities.
- Supervises, evaluates, and arranges DSPS employees' work schedules.
- Prepares and monitors budgets for DSPS.
- Ensures that all state and federal reporting requirements are timely met.
- Conducts monthly department meetings.
- Leads the District's DSPS Advisory Committee.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Serves in the selection and evaluation of program personnel.
- Resolves conflict.
- Ensures District compliance with local, state, and federal regulations regarding students with disabilities.
- Supervises and evaluates personnel in assigned areas.
- Attends Chancellor's Office mandatory trainings and regional meetings related to DSPS.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

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Minimum Qualifications

- Possession of a master's degree or the equivalent.
- One year of leadership experience reasonably related to this management assignment.
- At least two years of full-time experience within the last four years in one or more of the following fields: 1) instruction or counseling or both in a higher education program for student with disabilities; 2) administration of a program for students with disabilities in an institution of higher education; 3) teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or 4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.