

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF DISABLED STUDENT PROGRAMS AND SERVICES/ADA COMPLIANCE OFFICER

BASIC FUNCTION;

Under the direction of the superintendent/president or designee, the incumbent is responsible for the administration, evaluation, development, implementation, maintenance, coordination, and budget for the district's programs for disabled students and ADA compliance plan; receive and investigate complaints and recommend appropriate resolutions; develop partnerships with business, government, and educational institutions; prepare state and federal reports in a timely manner; supervise train, develop, and evaluate staff; perform other related duties as required.

REPRESENTATIVE DUTIES:

Develop and direct the implementation of the District's ADA plan; administer the district's ADA-related civil rights programs; provide ADA-related training workshops for district employees; implement ADA-related special projects and programs; serve as the chairperson of the district's ADA Compliance Committee; serve as a member of the district's Accessibility Task Force. **E**

Monitor and certify that: facilities are in compliance with ADAAG standards; electronic access is in compliance with section 508 of the Rehabilitation Act; curriculum access is in compliance with section 504 of the Rehabilitation Act; the district's employment processes, procedures, and practices are in compliance with applicable district, state, and federal (504) ADA-related, non-discrimination policies, procedures, and regulations. **E**

Make recommendations pertaining to ADA accessibility issues in institutional planning and program review; serve as liaison to administration and faculty in the utilization of the ADA-related services and accessibility issues. **E**

Promote and maintain high standards of accessibility for the district; provide leadership and assistance to the faculty in developing curriculum which provides accessibility; provide training to faculty/staff in the design of electronic information and distance education offerings to assure accessibility; provide purchasing guidelines to ensure learning resources are compliant with accessibility guidelines. **E**

Receive, investigate, analyze, and resolve complaints files under the District's unlawful discrimination ADA complaint policy; recommend appropriate corrective action to such complaints; represent the district in responding to and investigation complaints of alleged discrimination filed with state or federal agencies. **E**

Director, Disabled Student Programs and Services/ADA Compliance Officer-Continued

Develop, implement, and direct the DSP&S program and other disability related programs in accordance with applicable regulations; administer mandated program policies and procedures; develop, monitor, and manage DSP&S budgets; direct and participate in the application for program funds; direct the preparation and maintenance of program records, files, and statistical information. **E**

Provide leadership to the total instructional DSPTS development studies program, including counseling for developmental studies; counsel, advise, and monitor DSP&S students' progress; monitor and update student education plans. **E**

Evaluate present DSP&S curriculum and prepare recommendations for the Curriculum Committee's consideration; develop and maintain a resource bank of access strategies and instructional media for various disabilities. **E**

In cooperation with the Office of Human Resources, receive, analyze, and approve employee requests for accommodations. **E**

Coordinate outreach and recruitment programs, programs with other campus offices, and community agencies; organize and coordinate DSP&S and related services advisory committees. **E**

Train and evaluate classified staff as assigned. **E**

Report to Cabinet regarding compliance issues and needs for corrective action. **E**

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of disabilities administration including equal employment laws, regulations, and guidelines including but not limited to: (a) the Civil Rights Act of 1964, as amended, Titles VI and VII; (b) the Educational Amendments (1972) Title IX; (c) Rehabilitation Act of 1973, Sections 503, 504 and 508; (d) the American with Disabilities Act of 1990, Title II; (e) California Fair Employment Practices and Housing Act; (f) California Education Code, Sections 200-264; (g) California Code of Administrative Regulations, Title 5, Sections 51100-51102, 5300 et al; (h) California Government Code, Sections 11135-11139.5; (i) Health Insurance Portability And Accountability (HIPPA) Act; (j) Family Educational Rights and Privacy Act (FERPA) Significant and recent court decisions affecting equal employment opportunity programs and affecting unlawful discrimination. Architectural Barriers Act (ABA), ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) and UASD standards.

Conflict resolution principles, practices, and techniques.

Investigative principles, practices, and techniques.

Director, Disabled Student Programs and Services/ADA Compliance Officer-Continued

Computer literacy, applications, and accessible technologies.
Laws, regulations and policies governing DSP&S and other disability related programs.
Community College District rules and regulations, institutional processes and procedures, personnel, and curriculum.
Needs of college students with diverse backgrounds, abilities, and interests.
Community resources, organization, and functions.
Interviewing and counseling techniques.
Accounting, budgeting and fiscal record keeping and reporting practices.
Office organization and management.
Computerized information systems.
Grant application and administration procedures.
Principles of supervision and training.

ABILITY TO:

Plan, organize, coordinate, and direct the provision of DSP&S and other disability related programs.
Develop and administer program budgets.
Analyze, interpret, and apply laws, regulations, policies, and procedures.
Understand and relate to the needs of program participants.
Prepare technical correspondence, reports, applications, and documents.
Work cooperatively with a variety of individuals and coordinate activities with all levels of college organization.
Analyze and evaluate problems of program participants and adopt an effective course of action.
Mobilize and retain the cooperation of various community groups for program participant services.
Speak effectively and prepare publicity and news releases.
Supervise, train, and evaluate staff.
Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.

EDUCATION AND EXPERIENCE:

Possession of an earned master's degree and three years of increasingly responsible formal training, internship, or leadership experience related to the administrative assignment; demonstrate recent professional and/or administrative experience in the field of ADA and DSP&S, including compliance-related matters, and equal employment opportunity or a closely related field.

IN ADDITION must have two (2) years full time experience within the last four (4) years in one or more of the following fields: (1) instruction or counseling in a DSPS higher education program, (2) administration of a DSPS higher education programs; (3) teaching, counseling, or administration in secondary education working predominantly or exclusively in programs for students with disabilities;

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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.

WORKING CONDITIONS:

Office environment: subject to constant interruptions.

Position requires hearing, moderate lifting, bending, reaching above the shoulders, sitting or standing for extended periods of time, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.