

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF DISABLED STUDENT PROGRAMS AND SERVICES

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, coordinate and direct the provision of DSP&S, and other disability related student programs; counsel and advise students; supervise and train department staff; administer and evaluate DSP&S, and related programs and activities; direct and participate in the preparation of required program budgets and reports; supervise and evaluate the performance of assigned personnel; and perform other related work as required.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the provision of DSP&S and other related special support disability programs. **E**

Develop, monitor and manage DSP&S budgets. **E**

Administer the DSP&S, and other disability related programs to insure the verification of functional limitations of eligible students to receive needed educational assistance and academic related accommodations. **E**

Direct the development and implementation of program plans in accordance with applicable regulations; administer mandated program policies and procedures; direct and participate in the application for program funds; direct the preparation and maintenance of program records, files and statistical information. **E**

Coordinate outreach and recruitment programs and programs with other campus offices and community agencies. **E**

Counsel and advise DSP&S students; monitor and update student education plans. **E**

Monitor student progress and program records and procedures. **E**

Provide disability related technical information and assistance to college staff and students. **E**

Organize and coordinate DSP&S and related services advisory committees; serve as liaison between the college and program agencies. **E**

Serve on district committees as assigned and advocate for access for students with disabilities and facilitate campus awareness of disability issues and reasonable accommodation. **E**

Supervise and train staff. **E**

Evaluate faculty and classified staff as assigned in accordance with district policies and collective bargaining agreements. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, regulations and policies governing DSP&S and other disability related programs.
Community College District rules and regulations.
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.
Evaluate faculty and classified staff as assigned.

EDUCATION AND EXPERIENCE:

Must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414 (a) through (d) of the Minimum Qualifications for Faculty and Administrators in California Community Colleges, OR meet the minimum qualifications for an educational administrator set forth in Section 53420 of the Minimum Qualifications for Faculty and Administrators in California Community Colleges.

In addition, must have two (2) years of full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

1. Instruction or counseling or both in a higher education program for students 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 predominately 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 predominately or exclusively related to persons with disabilities.

Must have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

WORKING CONDITIONS:

Office environment: subject to constant interruptions. Position requires hearing moderate lifting, bending and 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 operate a computer terminal and other office equipment.