

## College of the Redwoods

## Position Description

Position: Assistant Director, Disability Services & Programs for Students	Position Number:
Department: Disability Services & Programs for Students	FLSA: Exempt
Reports to: Vice President Student Services	Salary Grade: 126

### Summary

Under the leadership of the VPSS and Director, DSPS, this position is responsible for the direction and day-to-day operations of Disability Services & Programs for Students, including hiring, supervising, and evaluating staff and faculty as well as overseeing all programs and activities. Responsible for the direction of disability services areas in the High Tech Center, supports for learning disabilities assessment and other instructional programs and counseling and advising services to students with disabilities as specified in Title V Implementing Guidelines. Responsible for managing district wide special courses, including course development and planning. Works collaboratively and in conjunction with all campus divisions and departments and services. Assists the Director/VPSS in accountability, preparation, and administration of an annual budget exceeding \$1 million. Assists in preparing annual reports; ensures adherence to and compliance with federal and state laws related to needs of students with disabilities.

### Essential Duties and Responsibilities

- Provides leadership, coordination, direction and supervision of Disability Student Programs and Services faculty and staff and assigns priority of tasks to ensure continuity of DSPS responsibilities
- Coordinates support services and accommodations; works with community and campus groups for support and promotion of the program on Eureka, Del Norte, Mendocino and Klamath-Trinity campuses
- Works in conjunction with administration and staff to develop, review, revise or recommend revisions for policies, procedures, practices, and philosophies of assigned areas.
- Maintains current knowledge of appropriate education codes, California state statutes, federal rules, and local board policies and administrative regulations related to service areas; assure compliance with these laws and regulations.
- Provides in-service education for faculty, staff and community in cooperation with instruction and administrative divisions
- Develops and disseminates program information through a variety of media.
- Assists Director/VPSS with accountability, preparation and administration of an annual budget exceeding \$1million; recommends facility modifications needed for district and program compliance with Americans with Disabilities Act; identifies and recommends assistive technologies, special equipment and materials required for compliance with federal and state regulations
- Under the direction of the Director/VPSS, applies for and administers state/federal grants and other sources of revenue for programs
- Verifies, documents, and reports program data to state and federal offices as required; evaluates the impact of the program on the student; prepares annual reports on goals, objectives, activities and progress of the programs
- Supports and assesses educational needs and advises students with disabilities as it pertains college experience
- Provides support in the administration of disabled student instructional programs to insure and execute the implementation of program goals and objectives in a variety of classes on the

<p>Eureka, Del Norte and Mendocino campuses (i.e., Adaptive Physical Education, Art for the Disabled, High Tech Center, LIGHT Center)</p> <ul style="list-style-type: none"> <li>• Provides expertise and support in developing special curriculum as it applies to identified students with disabilities in cooperation with divisions of instruction</li> <li>• Participates on the divisional management team</li> <li>• Participates on the district's Behavior Intervention Team</li> <li>• Participates in district-wide committee and workgroups</li> <li>• Perform other duties as may be assigned by the Vice President, Student Services</li> </ul>
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## **Qualifications**

### **Knowledge and Skills**

Requires a working knowledge of state, federal and local codes, and regulations. Sensitivity to cultural diversity, persons with disabilities and the varied socioeconomic backgrounds of those whom the district serves. Understand the mission of the community colleges and the role played by student services in fulfilling the mission. Understand a wide range of student services, but specific experience or related knowledge in disability services and programs specifically, learning, psychological, physical, deaf/hard of hearing, blind low vision disabilities and relevant curriculum, assessment, and academic accommodations. Understand applications of research methodology related to social and educational programs. Strong leadership skills and abilities, including participatory management skills and budget management.

### **Abilities**

Ability to supervise, coordinate and perform various tasks associated with the position. Develop a strong team that contributes to the growth of students, faculty, and staff. Contribute positively to the student services leadership team. Maintain effective working relationships with student, faculty, staff and administrators, community agencies and the ability to provide direction and motivation to service staff. Model a positive student-centered philosophy and attitude toward service delivery. Identify, analyze, initiate, and complete tasks with a minimum of supervision. Evaluate programs and services. Select, supervise, train and evaluate staff. Adapt to change

### **Physical Abilities**

Requires ability to operate a personal keyboard computer. Requires visual acuity to read words, numbers and speaking and hearing to communicate in person or over the phone.

### **Education and Experience**

Master's degree in counseling or psychology. Educational Administration experience preferred; and, in addition, one – two years experience in the following fields: 1) instruction or counseling or both in higher education program that supports 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