

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Academic Management Position Description

JOB TITLE: Director, Disabled Student Programs and Services

DEFINITION: Under the direction of the area Dean, the Director of Disabled Student Programs and Services is responsible for the quality, administration and coordination of the Disabled Student Programs and Services at their College.

SUPERVISORY RESPONSIBILITIES: Supervises and provides direction to assigned staff.

DUTIES AND RESPONSIBILITIES:

1. Assists in maintaining district-wide compliance with local, state and Federal regulations and mandates regarding students with disabilities.
2. Coordinates the development, review and evaluation of local DSPS policies and procedures. Identifies and determines cause of problems; develops and implements goals and objectives for the DSPS program in conjunction with the District strategic plan. Recommends initiatives and changes to improve quality and services.
3. Assumes responsibility for the verification of student's disability, identifying educational limitations resulting from the disability, and Oversees and verifies the determination of eligibility process, administered by DSPS staff.
4. Insures that all students' records are maintained at the highest level of confidentiality.
5. Serves as a liaison between the disabled students, the faculty, and the staff regarding accommodations that impact delivery of instruction or service.
6. Maximizes productivity through in-service/cross training, and creation of a timely and efficient workflow by scheduling counselors, specialists and office staff to ensure adequate coverage.
7. Guarantees that all DSPS students have an approved Student Educational Contract.
8. Provides in-service presentations for the college regarding DSPS issues.
9. Develops and monitors the DSPS budget and seeks alternative funding through grants and contracts.
10. Supervises and evaluates the certificated and classified staff.
11. Assists in interpreting College programs to the general public through community contacts and participation in community activities.
12. Serves as a member of the Management Association.
13. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
14. Participates in local, regional and state activities to promote the College and the community college movement.
15. Carries out such other duties as may be assigned by the President or designee.

EDUCATION: Master's degree in a related field is required. Must meet the minimum qualifications for a DSPS counselor or instructor or meet the minimum qualifications for an educational administrator set forth below under experience (Section 53414). Degrees must be from accredited institution.

EXPERIENCE: In addition to the educational requirements for a DSPS counselor or instructor or educational administrator the applicant must also have two (2) years 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 predominantly or exclusively related to persons with disabilities. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

KNOWLEDGE OF: federal and state statutes and regulations governing accommodation provisions and program accessibility in higher education is essential, as is an understanding of the effects of disabilities, education limitations and reasonable accommodations in higher education; Familiarity with assistive and adaptive technologies and knowledge of the methods and techniques of psycho-educational and neuro-psychological assessments; Disability laws and regulations and current trends in higher education for students with disabilities and the challenges they face is a must.

ABILITY TO: Initiate and implement programs and services for students; communicate effectively both verbally and in writing; provide leadership to work group; exercise effective interpersonal skills; understand and work harmoniously with students from diverse and multicultural backgrounds including socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of students, faculty and staff; ability to address needs of students facing a variety of physical and psychological needs; implement new and administer ongoing programs and services for students; interpret, apply and explain laws, rules, regulations and guidelines related to program area; ability to maintain accurate program records and manage budget effectively;

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, administrators, and other departmental staff.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.