

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Disability Support Programs

BASIC FUNCTION: Under the direction of the area administrator, the Director will plan, organize, coordinate and direct the implementation of the Disability Resource Center (DRC) and TRiO Student Support Services (SSS) Program for students with disabilities. The Director is responsible for the administration and coordination of programs and services for students with disabilities. The director will develop policies and procedures that ensure compliance with all grant guidelines; maintain appropriate participant and fiscal records; monitor budgets; approve all state and federal expenditures; and coordinate services with other college departments.

SUPERVISORY RESPONSIBILITIES: Supervise and provide leadership to assigned staff

REPRESENTATIVE DUTIES:

1. Direct all aspects of the College's support programs for students with disabilities.
2. Direct the hiring, supervision, training and evaluation of program personnel.
3. Assume responsibility for the verification of student's disability, identifying educational limitations resulting from the disability, and oversee and verify the determination of eligibility process administered by DRC staff.
4. Guarantees that all DRC students have an approved Student Educational Contract.
5. Serves as a liaison between the students with disabilities, the faculty, and the staff regarding accommodation that impact delivery of instruction or service.
6. Monitor and maintain compliance with state and federal laws, federal regulations, ADA compliance, and district policies regarding the administration of the disabled student support programs.
7. Develop and monitor state categorical and federal grant budgets, program fiscal records, project plans, year-end reports; and other reports as deemed necessary.
8. Develop policies, procedures, record keeping requirements that ensure compliance with Title 5 regulations and College/District policies regarding the administration of the DRC and TRiO federal regulations and guidelines.
9. Respond to all inquiries and submit budget and change requests for prior approval to the U.S. Department of Education, Office of Federal TRiO Programs and State Chancellor Office.
10. Prepare and submit annual performance reports to U.S. Department of Education and annual State Chancellor reports and any other reports requested.
11. Assess and evaluate the functional limitations and educational needs of disabled participants and coordinate with Veteran's office staff to provide educational assistance and related accommodations as required by law.
12. Develop a campus-wide informational outreach effort to attract participants from low-income, first-generation, or disabled backgrounds, who have a need for academic support and guidance to graduate with an associate's degree and to transfer to a four year postsecondary institution for TRiO Student Support Services program.
13. Design, develop and disseminate program publications to publicize the availability of student and academic services provided by the college's disabled student support programs.
14. Review SSS applicants' income verification, disability status, assessment test scores, grade point averages, and enrollment to determine applicants' eligibility for program services.
15. Assist with interpreting College programs to the general public through community contacts and participation in community activities.

16. Direct and supervise program information sessions, new participant orientations, priority registration, tutorial assistance, counseling appointments, educational enrichment experiences, tours to four year institutions, mentoring program, and other services.
17. Provide staff development training and in-service presentations to the campus community to enhance understanding and sensitivity to the special populations as well as services provided by SSS and DRC.
18. Attend regional and national TRiO conferences, regional, state SSS and DSPP/DRC meetings, and U.S. Department of Education technical trainings.
19. Establish and maintain effective and working relationships with faculty, staff, and students.
20. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
21. Serve as a member of the Management Leadership Association.
22. Performs other related responsibilities as assigned.

EDUCATION: Master's degree in education, leadership, counseling, psychology, social work, career development or a closely related field is required. Must meet the minimum qualifications for a DSPP counselor or instructor or meet the minimum qualifications for an educational administrator set forth below under experience (Section 53414). Degree(s) must be from an accredited institution.

EXPERIENCE: Minimum of two (2) years as a manager or administrator responsible for the supervision and evaluation of classified staff or faculty in retention or support programs at the postsecondary level dealing predominantly with ethnic minorities, disabled students, and first generation/low income students. Must have two (2) years full-time experience or the equivalent within the last four (4) years in one more of the following fields: (1) instruction or counseling or both in 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 predominantly or exclusively in programs for student with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organization, in which the responsibilities of the position were predominantly or exclusively related to person with disabilities.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Laws, regulations and policies 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; Americans with Disabilities Act (ADA) and Section 504 and 508 of the Rehabilitation Act; educational benefits for disabled veterans; Federal TRiO law, Department of Education General Administrative Regulations (EDGAR), Office of Management Budget (OMB) A-21 Circulars; familiarity with assistive and adaptive technologies and knowledge of the methods and techniques of psycho-educational and neuro-psychological assessments.

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; maintain

accurate program records and manage budget effectively; understand the affective, cognitive, and social needs of the target population.

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

CONTACTS: Peers, supervisor, administrators, faculty, staff, governmental agencies, and public.

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.