

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, DISABLED STUDENT PROGRAMS AND SERVICES

M212.100

BASIC FUNCTION: Under the administrative direction of the Dean, Financial Aid and Special Programs, provides leadership for the Disabled Student Programs and Services (DSP&S) Office ensuring compliance with federal and state requirements and regulations and institutional policies and procedures related to disabled student programs and services administration. The responsibilities of the Director, Disabled Student Programs and Services include, but are not limited to: planning, developing, implementing, and evaluating comprehensive programs and activities designed to facilitate the matriculation and academic success of students with disabilities. May perform other functions as assigned.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Provides quality leadership for departmental day-to-day operations; develops departmental goals, objectives, policies and procedures.
- *2. Serves as a resource and consultant for personnel, administration, faculty and students regarding issues related to access and accommodation, specifically those issues related to federal and state laws, regulations and guidelines for Disabled Student Programs and Services (DSP&S).
- *3. Remains up-to-date on all pending disability legislation and changing legal mandates which would affect the District's responsibility to provide services and accommodations to students with disabilities.
- *4. Provides disability counseling and guidance to students with disabilities.
- *5. Implements new programs for students with disabilities.
- *6. Communicates to and works with the District's ADA/504 Compliance Officer regarding all student initiated issues of access, accommodation or discrimination in the College's facilities, programs, services and activities.
- *7. Aids the District's ADA/504 Compliance Officer in developing, organizing and presenting workshops and trainings for District staff on disability law, institutional and programmatic access and accommodation for individuals with disabilities.
- *8. Provides leadership in developing departmental goals, objectives, policies and procedures.
- *9. Provides mandated reports to management and federal and state agencies.
- *10. Provides leadership in departmental and divisional planning, program review and learning outcome activities; compiles statistics and conducts research to evaluate and report program effectiveness.
- *11. Provides leadership for the development and preparation of the annual budget; controls and authorizes expenditures in accordance with established guidelines and when appropriate, participates in grant development; reviews and approves departmental purchase orders, travel requests, invoices and requisitions.
- *12. Coordinates the selection and initial and ongoing training and evaluation of DSP&S personnel.
- *13. Oversees the maintenance of departmental records and student confidentiality in accordance with federal and state laws, regulations and program guidelines.
- *14. Creates and maintains effective, cooperative and collegial relationships with state, county and local offices, departments and/or agencies that provide services to individuals with disabilities.
15. May teach or be the instructor or record for Disabled Student Programs and Services related classes.
16. Maintains involvement with national, state and regional organizations concerning matters of disability, disability rights and procedures for documenting and providing accommodations to students with disabilities.
17. Assists in identifying non-compliance issues and access concerns on all District grounds and within all District facilities.
18. Serves on a variety of district committees, as requested.
19. Performs related work, as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- Possession of a Master's Degree; **AND**
- One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment; **AND**
- Two years full-time experience, or the equivalent, within the last four 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 predominantly or exclusively in programs for students with disabilities;

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.

DESIRED QUALIFICATIONS:

- Master's Degree in vocational rehabilitation or special education and one year of experience working with individuals with disabilities in a post-secondary setting or a Master's Degree in counseling, psychology, sociology, social work, public health or a closely related field and two years of experience working with individuals with disabilities in a post-secondary setting.
- Previous experience with DSP&S oversight in a California Community College.
- Licensure/credentialing as a Learning Disabilities Specialist.
- A background in counseling persons with disabilities, especially persons with psychiatric or psychological impairments.

CERTIFICATES, LICENSES, REGISTRATION, AND OTHER REQUIREMENTS

- Documentation of TB screening clearance within the past 3 months.
- A valid California Driver License to be maintained throughout duration of employment with the District.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)

Knowledge and ability to apply District policies, rules and procedures.

Knowledge of: laws and regulations pertaining to college disability services, the Americans with Disabilities Act (ADA), particularly Title II and Section 504 of the 1973 Rehabilitation Act; the uses for assistive technology and alternate media production; supervisory and managerial concepts and principles; modern office management methods and technology; administrative services that support the delivery of higher education; analysis and evaluation of programs, services, projects and day-to-day operational needs; and budget preparation and maintenance.

Ability to: ensure compliance with all laws, regulations and policies through effective program supervision; use American Sign Language (ASL) effectively in counseling, advocacy and community forums; motivate and provide supervision and leadership to a diverse group of professionals and support staff; assess the educational needs of a community; seek funding sources for continued development of DSP&S; plan and coordinate the effective use of faculty, staff, facilities and resources to achieve program goals; comprehend and stay current with disability guidelines and regulations; communicate professionally in confrontational situations; compose complex reports and correspondence; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make public presentations; maintain records accurately and with confidentiality as required; compile and use various financial information necessary in the preparation of budgets; effectively work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities; respond to emergency situations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of classified, faculty, temporary and student employees.

PHYSICAL EFFORT:

Frequent standing, walking, bending and stooping; occasional lifting of objects weighing 50 pounds or less.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; administrative staff from other educational institutions; rehabilitation and medical professionals; students; vendors; general public.

WORKING CONDITIONS:

Busy office environment; subject to frequent public exposure and interruptions.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.