



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR, DISABLED STUDENTS PROGRAMS & SERVICES

A Classified Supervisory Position (Exempt)
Grade 192E – Salary Schedule 35

A. General Statement

Reporting to the Dean of Counseling or Vice President of Student Services, the Director will provide overall leadership and coordination for, plan, manage and supervise staff, programs, budgets and services of Disabled Students Programs and Services, Psychological Services, Workability III, College Health Services, Assistive Technology, Learning Disabilities, and Adaptive Physical Education. Although it is not a primary responsibility, staffing limitations require the Director to counsel students with disabilities as needed.

B. Duties & Responsibilities

Duties and responsibilities include the following:

1. provide day-to-day coordination of the DSPS program, including the Workability III Program, and related college activities affecting students with disabilities;
2. plan, provide leadership for, organize, and direct the development and review of division curriculum for students with disabilities in conjunction with other administrators and in accordance with district/college policies and procedures;
3. provide information and various resources about programs, courses, and services under the areas of supervision
4. supervise a diverse staff assigned to the programs under the areas of supervision;
5. assess the annual department or program staffing requirements and recommend changes to staffing as required;
6. develop and manage the program budgets, including preparation of federal, state, and local reports;
7. implement, track, and prepare reports for categorically-funded programs;
8. lead and participate in the research, preparation, application for, and follow-up procedures required for grants and other external sources of funding;
9. advocate with the college's faculty and administration on behalf of students w/disabilities;
10. coordinate and utilize existing college resources and instructional programs to facilitate the education of students with disabilities;
11. collaborate with both instructional and counseling faculty and staff and with special programs such as learning communities, CalWORKS, CARE, DSPS, EOPS, MESA, TRiO and other support services in order to maximize student success;
12. coordinate and/or provide in-service training for the college community to promote awareness of the special needs of students with disabilities;
13. participate in outreach activities both on and off campus;
14. when needed, provide supplemental academic, career, and personal counseling for students with disabilities;

15. when needed, provide counseling, orientations, and workshops for students with disabilities and teach courses such as college success and DSPS orientation;
16. when needed, assist students in clarifying their educational goals, developing student educational plans (SEPs), selecting courses, and determining appropriate accommodations;
17. assist students with disabilities in utilizing community resources;
18. provide follow-up services to students on probation and dismissal status;
19. develop, implement, and monitor the DSPS program's student learning outcomes;
20. participate in the accreditation process;
21. participate in shared governance committees;
22. perform other duties as assigned.

C. Requirements

1. Master's degree in rehabilitation counseling **OR** Master's degree in special education with 24 units or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work **OR** Master's degree in counseling, guidance, student personnel, psychology, career development or social welfare and either 12 or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities or two years of full-time experience, or the equivalent in either counseling or guidance for students with disabilities or counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

2. Two years of 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; 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.

3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

D. Desirable Skills & Abilities

1. Knowledge of the procedures required for budget planning, assessment, implementation, reporting and tracking.
2. Demonstrated skill in planning, coordinating, implementing and evaluating a major, comprehensive academic program.
3. Demonstrated skill in oral communication, including public speaking; and in written communication
4. Skill in using a variety of computer software to prepare correspondence, statistical and financial reports and tracking systems, and other materials
5. graduate study in the areas of learning disabilities, development disabilities, deaf and hearing impairments, physical disabilities or assistive computer technology.
6. working knowledge of Title V and other governmental regulations as they apply to students with disabilities
7. experience in supervising a diverse staff, which includes team building and experience with bargaining units
8. experience in writing successful grant applications and in managing and monitoring grants
9. experience teaching courses such as college success and career and personal development

10. knowledge of the matriculation process as it applies to California Community Colleges, as well as other issues affecting higher education in California
11. experience in designing and preparing Student Educational Plans (SEPs) for community college students
12. experience in providing short-term personal and crisis counseling to students from diverse backgrounds
13. ability to develop and maintain student counseling notes in SARS, or similar electronic recordkeeping software, in a timely and effective manner
14. experience with intervention programs that support student success
15. experience developing innovative programs that strengthen the quality of services provided to students with disabilities
16. knowledge of and experience using university articulation agreements and transfer requirements for counseling community college students
17. ability to use computer databases to retrieve student, college, and career information, as well as knowledge of essential computer applications
18. knowledge of and experience making appropriate college and community referrals
19. experience in developing counseling-related workshops and orientation sessions for students with disabilities
20. awareness of assistive technology and alternate media services for students with disabilities