

RIO HONDO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF DSPTS

DEFINITION

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate Disabled Students Programs and Services (DSPTS); to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Student Affairs.

SUPERVISION EXERCISED

Exercises direct supervision over DSPTS faculty and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for DSPTS.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for DSPTS; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Student Affairs; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for DSPTS; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the DSPTS annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for DSPTS with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Student Affairs; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to DSPS policies and procedures as appropriate.

Ensure that District policies and procedures are properly written and implemented and that they comply with applicable State and Federal laws and regulations.

Plan, organize, and conduct staff development and in-service training opportunities.

Oversee student records; ensure that records are complete and confidentially maintained.

Plan, coordinate, and conduct an external Community Advisory Committee to obtain input from community resources for planning and development of future DSPS programs.

Serve as consultant to the District regarding recommendations for implementation of universal accessibility standards.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of disability programs.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

Coordinate and schedule all appropriate credit and non-credit DSPS offerings on the College campus and at off campus sites.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of DSPTS.

Organizational and management practices as applied to the analysis and evaluation of DSPTS, policies, and operational needs.

Modern and complex principles and practices of DSPTS program development and administration.

Principles and practices of budget preparation and administration.

Categorical funding principles and concepts.

DSPTS compliance principles and concepts.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations, including services to students with disabilities within higher education.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for DSPTS .

Recommend and implement goals, objectives, and practices for providing effective and efficient DSPTS.

Manage, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to DSPTS issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of DSPTS goals.

Research, analyze, and evaluate new DSPTS service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and DSPS reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to DSPS.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two years full-time experience or the equivalent within the last four years in one or more of the following fields:

- a) Instruction or counseling or both in a higher education program for students with disabilities;
- b) Administration of a program for students with disabilities in an institution of higher education;
- c) Teaching, counseling, or administration in secondary education, working predominately or exclusively for programs for students with disabilities; or,
- d) 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;

And, one year of formal training, internship, or leadership experience reasonably related to the administrative assignment if the experience above does not include administration.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: May 11, 2005

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