

## **Imperial Valley College**

### **Director, Disability Support Programs and Services**

#### **DEFINITION**

Under the supervision of an appropriate supervisor, the Director of Disability Support Programs and Services (DSPS) manages and coordinates a variety of college wide instructional services and programs to provide quality educational opportunities for students with disabilities; assure proper college wide implementation, monitoring, and maintenance of assigned programs and services; train, supervise, and evaluate the performance of assigned staff.

#### **EXAMPLES OF DUTIES**

- Manage, coordinate, and provide leadership for a variety of services to provide, enhance, and facilitate learning opportunities for all students with disabilities.
- Evaluate and recommend programs, standards, policies, and procedures within the parameters of state and federal laws to meet the College goals for assigned programs and services.
- Develop and administer the program capital outlay and operating budgets for assigned programs and activities; monitor and control expenditures; establish audit procedures and prepare required financial records and reports.
- Coordinate the planning, organization, and delivery of services to students with disabilities; implement, monitor, and evaluate these programs throughout the District.
- Perform research, develop new programs, and provide recommendations to college officials, faculty and staff; including pursuit of grants to meet evolving trends in services to persons with disabilities.
- Communicate with college administrators, faculty, government agencies, and others to resolve issues, interpret and explain policies, provide technical expertise, and exchange information.
- Coordinate instructional and accessibility services and programs for persons with disabilities with appropriate stakeholders at the college, high schools districts, four-year institutions, government agencies, and community resources organizations.
- Plan, organize, develop, and administer the DSPS action plan for the college; conduct research and prepare reports and recommendations; participate in long- and short-range planning.
- Coordinate the development of college policies and procedures regarding services for students with disabilities; research and analyze issues and interpret state and federal regulations and legislation impacting assigned programs and functions.
- Participate, plan, organize, and conduct meetings, seminars, and training programs relating to services and programs for students with disabilities.
- Coordinate with businesses to ascertain trends of employment for students with disabilities and

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various skill levels.

- Assure preparation and maintenance of records, reports, and documentation as required by the Board, the District, the State Chancellor's Office, regulatory agencies, and other councils and committees.
- Train, supervise, and evaluate the performance of assigned personnel; plan, assign, and review work; make recommendations regarding the selection, discipline, counseling, and termination of assigned staff.
- Analyze programs and services for students with disabilities; develop educational opportunities and assure compliance with a variety of regulations, requirements, and laws set by the state and federal governments.
- Perform related duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge and understanding of disabilities and their implications in an education setting.
- Have an understanding of community college students, their diverse ethnic, social economic and cultural backgrounds.
- Ability to problem solve, make decisions, and achieve consensus.
- Knowledge in counseling techniques and theories for students with disabilities.
- Knowledge of new technologies as tools for learning, teaching, and managing work.
- Plan, organize, direct, administer, develop, and implement approaches to address student needs.
- Extensive knowledge of state and federal laws and regulations pertaining to students with disabilities
- Ability to communicate effectively, written and oral.
- Ability to direct, manage, and evaluate faculty and staff
- Knowledge of budget development and fiscal management
- Knowledge of California Education Code

### **MINIMUM QUALIFICATIONS:**

Possession of a master's degree in rehabilitation counseling,

**Or**

Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work career development, marriage and family therapy, marriage, family and child counseling

**And**

Two years of full-time experience or equivalent working predominately with people with disabilities, and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment or the equivalent.

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the student services of the College and the District.