

**San Jose · Evergreen Community College District
Classified Management Job Description**

Position: Associate Director, Student Accessibility Services

Department: Student Affairs

Location: San Jose City College

Date: July 1, 2017

POSITION PURPOSE

Reporting to the Dean of Counseling and Student Success or assigned administrator, the Associate Director, Student Accessibility Services coordinates, organizes, and supervises the DSP&S staff and is responsible for daily operations of the program. Primary duties include supervising employees and program services, advocating for students with disabilities, providing service to students with disabilities, and managing the program. The position is also responsible for assuring compliance with all federal and state laws and regulations related to students with disabilities.

KEY DUTIES and RESPONSIBILITIES (The following duties and responsibilities are typical but not limited to the following):

1. Provide leadership and direction for DSPS. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for DSPS.
2. Provide direct services to DSPS students as needed, including responding to inquiries regarding services, advocating and coordinating services with faculty, campus services, and other programs provided in the College.
3. Recommend appropriate service and staffing levels; recommend and administer policies and procedures regarding accessibility and compliance with ADA, Section 504 and Section 508.
4. Supervise and coordinate the College's interpreter/captioner needs for deaf and hard of hearing students, faculty and visitors.
5. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Research and implement best practices and cost saving strategies.
6. 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.
7. Manage and participate in the development and administration of the DSPS annual budget; provide the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; direct and implement adjustments as necessary.
8. Monitor program compliance with grant and other regulations.
9. Inform students of program guidelines and policies, respond to and resolve significant and controversial issues.
10. Oversee and ensure the accuracy of MIS and categorical fund reports including all year-end summaries of DSP&S activities.
11. Oversee student records; ensure that records are complete and confidentially maintained. Monitor enrollment and registration, advocate for students with disabilities.

12. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline employees according to established policies and procedures. Provide or coordinate staff training; work with employees to develop skills and abilities.
13. Coordinate and schedule all appropriate credit and non-credit DSPS offerings on the College campus and at off campus sites.
14. Provide workshops, trainings to campus personnel regarding the program and its students.
15. Provide assistance to the Vice President of Student Affairs and provide recommendations for implementation of universal accessibility standards.
16. 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.
17. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. ADA, Title V, 504 and 508 of the federal Rehabilitation Act and other legal requirements for community college students with disabilities.
2. Principles and practices of community college administration.
3. Supervision and evaluations of technical and clerical personnel.
4. Community demographics including the needs of low-income and disadvantaged students, age appropriate career development, disabilities and community resources.
5. Basic operation, services and activities of a student support and retention program.
6. Principles and practices of program development and implementation.
7. Pertinent Federal, State and local laws, codes and safety regulations.

Skills and Abilities:

1. Computer operation, MS Office as well as use of modern office equipment.
2. Strong supervision skills.
3. Recommend and implement goals and objectives of the assigned programs.
4. Interpret and explain District, State and Federal policies and procedures.
5. Collaborate with administrators and other members of the campus community in preparing schedules for program courses and support services.
6. Prepare and administer budgets.

7. Establish and maintain cooperative working relationships with those contacted in the course of work campus programs/services, community programs and other agencies.
8. Work independently with a minimum of supervision.

Education and Experience:

1. Bachelor's degree or equivalent.
2. Two years of full-time experience 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.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Preferred Qualifications:

1. Master's degree in related field.
2. Four years' experience in related field.

WORKING CONDITIONS:

1. Typical office environment.

Date Approved: 6/13/17

Salary Range: M-26 (reclassified from DSPS Supervisor S130)

EEO-Category: 2B1 – Managerial/Administrative