San Jose · Evergreen Community College District
Supervisor Job Description

Position: Supervisor, Disabled Student Programs and Services  
Department: Student Affairs

Location: San Jose City College  
Date: July 9, 2014

POSITION PURPOSE

Reporting to the Dean of Counseling and Student Success, the Supervisor of Disabled Student Programs and Services (DSP&S) will coordinate, organize, and supervise the DSP&S staff and be responsible for daily operations. Primary duties include supervising employees and program services, advocating for students with disabilities, providing service to students with disabilities, and managing the program.

KEY DUTIES and RESPONSIBILITIES:

1. Establish DSP&S program goals, objectives, and activates. Coordinate and oversee the DSP&S programs and day to day functions, insuring compliance with state regulations, guidelines, policies and procedures.

2. Provide direct services to DSP&S students as needed, including responding to inquiries regarding services, advocating and coordinating services with faculty, campus services, and other San Jose City College programs. Services to DSP&S students include orienting students to DSP&S, explaining procedures and form completion, responding to DSP&S staff, SJCC Faculty and other campus member concerns.

3. Review and advise the Campus regarding accessibility and compliance with ADA, Section 504 and Section 508.

4. Supervise and coordinate the San Jose City College’s deaf or hard of hearing (DHH) interpreter/captioner needs for students, faculty and college events.

5. Research and implement best practices and cost saving strategies.

6. Establish program goals, objectives and activities.

7. Develop, implement and manage the program budget carrying out expenditure of project funds according to fiscal guidelines.

8. Develop and submit program objectives, plan of operations, and project budget.

9. Monitor program compliance with grant and other regulations.

10. Inform students of program guidelines and policies, monitor enrollment and registration; respond to and resolve conflict, advocate for students with disabilities and program compliance of State and Federal laws.

11. Maintain records and develop reports concerning the programs and their effectiveness within the campus community and per state requirements.

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.
13. Provide service referral for students to community social agencies, services and resources.

14. Promote and maintain liaison with community agencies and educational institutions.

15. Represent/attend regional and state meetings.

16. 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. Establish and maintain cooperative working relationships with those contacted in the course of work campus programs/services, community programs and other agencies.

7. 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: 7/8/14
Salary Range: S-130
EEO-Category: 2B2 - Other Professionals