

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

**Position:** Director, Student Accessibility Services

**Department:** Student Affairs

**Location:** San Jose City College

**Date:** September 1, 2022

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**POSITION PURPOSE**

Reporting to the Division Dean of Counseling, Guidance and Matriculation or assigned administrator, the Director, Student Accessibility Services provides leadership and oversee the Disabled Student Programs & Services (DSPS). The position coordinates, organizes, and supervises the DSPS 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 with a focus on improving and ensuring equitable outcomes for access, credential attainment, employment and transfer. The position is also responsible for assuring compliance with all federal and state laws and regulations related to students with disabilities and providing accessibility services to employees and visitors.

**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. Lead the administrative oversight of DSPS credit and noncredit curriculum. Work collaboratively with faculty to create, update, and deactivate curriculum and related student learning outcomes to meet programmatic needs in compliance with state guidelines and College protocol. Provide DSPS courses on-campus and at off-campus sites as appropriate.
4. Recommend appropriate service and staffing levels; recommend and administer policies and procedures regarding accessibility and compliance with ADA, Section 504 and Section 508.
5. Lead and serve on the District's Accessibility Committee to address and resolve accessibility concerns relating to serving employees, students, and visitors, which include access to District and College events, functions, instruction, support services, and participatory governance.
6. Participate and provide guidance on the provisioning of accessibility services at all college sites of instruction and support services including, but not limited to, high schools, adult schools, correctional facilities, and other educational sites within the District.
7. Supervise and coordinate the College's interpreter/captioner needs for deaf and hard of hearing students, faculty and visitors.
8. 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.
9. 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.
10. Inform students of program guidelines and policies. Respond to and resolve significant and controversial issues related to accessibility and the provisioning of reasonable accommodations, support services, and programming for students with disabilities.

11. Monitor program compliance with grant and other regulations.
12. Oversee and ensure the accuracy of MIS and categorical fund reports including all year-end summaries of DSP&S activities.
13. Oversee student records; ensure that records are complete and confidentially maintained. Monitor enrollment and registration, advocate for students with disabilities.
14. Supervise and evaluate the performance of assigned certificated and classified 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.
15. Coordinate with the ITSS to help implement and maintain technology solutions and applications to provide equitable support services and maintain accessibility for all students.
16. Assist with the production of the college catalog, class schedule, college website, and other marketing material to ensure accessibility and compliance with applicable federal laws and state regulations.
17. 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.
18. 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. Master's degree from an accredited institution in a discipline related to the assignment.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.
3. 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.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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. Four years' experience in related field.
2. Bilingual in American Sign Language, Spanish, or Vietnamese.

**WORKING CONDITIONS:**

1. Typical office environment.

Date Approved: 6/13/2017(reclassified from DSPS Supervisor S130); 9/8/2020 (title changed to Director from Associate Director); 8/30/2022(reclassified to educational administrator)  
Salary Range: M-26  
EEO-Category: 2B1 – Managerial/Administrative