

**San Jose/Evergreen Community College District
Academic Management Job Description**

Position: Director, Student Accessibility Services

Department: Student Services

POSITION PURPOSE

Under general direction, the Director of Student Accessibility Services plans, organizes, directs, and integrates the operations and program activities for Disabled Student Programs & Services (DSPS); organizes, directs and evaluates the DSPS staff; advocates for and provides services to students with disabilities; manages the program with a focus on improving/ensuring equitable outcomes for access, credential attainment, employment and ability to transfer; ensures compliance with all federal and state laws and regulations related to students with disabilities; provides accessibility services to employees and visitors to the College; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates and evaluates the work of Disabled Student Programs & Services program.
2. Ensures compliance with applicable federal and state laws/regulations and Board policies they relate to serving students with disabilities, who require accommodations to benefit from instruction and to participate in co-curricular and extracurricular activities.
3. Manages and oversees assigned staff, budget, programming, and services in the DSPS program.
4. Participates in the development and administration of the DSPS annual budget; forecasts funds needed for staffing, equipment, and materials; monitors and approves expenditures; directs and implements adjustments, as necessary.
5. Organizes and directs work assignments; evaluates performance of assigned staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures.
6. Leads the administrative oversight of DSPS credit and noncredit curriculum; works collaboratively with faculty to create, update, and modify curriculum and related student learning outcomes meeting programmatic objectives and complying with state guidelines and College protocols; provides DSPS courses on-campus and at off-campus sites as appropriate.
7. Recommends appropriate service and staffing levels; recommends and administers policies and procedures regarding accessibility and compliance with ADA, Section 504 and Section 508.
8. Participates and provides guidance on providing accessibility services at all College instruction sites and other services including high schools, adult schools, correctional facilities, and other educational sites within the District.
9. Provides direct services to DSPS students as needed, including responding to inquiries regarding services, advocating and coordinating services with faculty, student services, and other College programs; oversees and coordinates the College's interpreter/captioner needs for deaf and hard-of-hearing students, faculty and visitors.
10. Advertises and informs students of program guidelines and policies; directs the oversight and maintenance of student records; ensures records are complete and confidentially secure; monitors enrollment and registration.

11. Responds to and resolves difficult/sensitive issues related to accessibility and the provision of reasonable accommodations, support services, and programming for students with disabilities.
12. Coordinates with the ITSS to assist in implementing and maintaining technology solutions that provide equitable support services and maintain accessibility for all students.
13. Assists with the preparation and 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.
14. Makes presentations to the Board of Trustees and to other Board-level groups.
15. Leads and serves on the District's Accessibility Committee to resolve accessibility issues affecting students and visitors, including access to District and College events, functions, instruction, support services, and participatory governance; represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

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. Community demographics including the needs of low-income and disadvantaged students, age-appropriate career development, disabilities and community resources.
4. Plans, services and activities of a student support and retention program.
5. Federal, state and other applicable laws and regulations and District policies and procedures governing students with disabilities.
6. Budget preparation and control.
7. Theories and techniques of negotiation, mediation and conflict resolution.
8. Principles and practices of effective management and supervision.
9. Principles and practices of strategic planning.
10. Principles and practices of organizational improvement and culture change.
11. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the objectives and activities of the Disabled Student Programs & Services functional area.
2. Present solutions to management with confidence and effectiveness.
3. Direct, schedule, coordinate and evaluate the work of assigned employees.
4. Build and foster knowledgeable, cohesive and effective work teams.
5. Prepare and administer budgets.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. A master's degree from an accredited institution in educational administration, counseling, psychology, social work, or a related field.
2. Three years of full-time experience in one or more of the following fields:
 - Instruction and/or counseling in a higher education program for students with disabilities;
 - Administration of a program for students with disabilities in an institution of higher education;
 - Teaching, counseling, or administration in secondary education, working predominantly in programs for students with disabilities;
 - 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 related to persons with disabilities.
3. One year of formal training, internship or leadership experience reasonably related to the assignment (may be included above); or possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.
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.

Desirable Qualifications:

1. Four years' experience in a related field.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-26

EEO Category: 2B1- Executive/Administrative/Managerial