

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

Position: Director, Student Health, Wellness, and Accessibility Services **Department:** Student Services

POSITION PURPOSE

Under general direction, the Director of Student Health, Wellness and Accessibility Services plans, organizes, directs and integrates operations of several assigned programs and functional areas, including the daily activities of the Disabilities Support Program (DSP), Student Health & Wellness Center, Veteran's Freedom Center, and other functions/programs as assigned; responsible for maximizing student success through effectively designed and delivered student support, interventions and advisement; oversees and monitors performance of adjunct and specialist faculty; acts as Faculty Health Director; 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 the Student Health, Wellness, and Accessibility Services unit and its assigned programs and functions,
2. Directs and supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of assigned programs, activities and staff in compliance with fiscal and educational standards set by Title V of the California Education Code, District policies, and other relevant regulations.
3. Plans, coordinates and implements delivery of services to students in collaboration with faculty coordinators from DSP and Student Health & Wellness Center.
4. In collaboration with applicable Deans, aligns the Veteran's Freedom Center, DSP and Student Health & Wellness Center services with the College and District's Student Success Initiatives.
5. Manages and administers budgets for assigned programs and activities; accounts for uses of provided programmatic funding; oversees preparation of state reports and ensures timely and accurate submission.
6. Ensures the validity of student eligibility for all programs in accordance with federal, state and District requirements; oversees awarding of program grants, allowances, vouchers, and incentives.
7. Facilitates communications about functional activities, events, and deadlines with the public and the College community.
8. Organizes and directs work assignments; evaluates the performance of assigned staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures.
9. Serves as the Faculty Health Director; ensures appropriate documentation in Maxient or other reporting portals for tracking of services and interventions to support student health and wellness.
10. Oversees and ensures the accuracy of state reporting including year-end summaries and accomplishments related to assigned programs.
11. Facilitates annual and long-term tactical vision and direction for assigned programs including strategic goals and objectives, performance metrics, staffing recommendations, facilities, and capital outlay needs; researches grant opportunities and prepares grant proposals; seeks additional and alternative funding for the programs and activities.
12. Makes presentations to the Board of Trustees and other Board-level groups.

13. Serves on Student Affairs Council, College and District committees; may serve as a liaison with the California Community College Chancellor's Office; meets with community and educational advisory committees as assigned; represents the College and Student Affairs at campus, District and state meetings relevant to assigned program areas.
14. 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. Federal, state and other applicable laws and regulations and District policies and procedures governing students with disabilities, health and wellness (physical, emotional, and behavioral), and veterans education.
5. Development and evaluation of curriculum and programs.
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 programs and activities of the department of Student Health, Wellness, and Accessibility to meet student and community needs.
2. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff.
3. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
4. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
5. Present solutions to management with confidence and effectiveness.
6. Direct, schedule, coordinate and evaluate the work of assigned employees.
7. Build and foster knowledgeable, cohesive and effective work teams.
8. Prepare and administer budgets.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. A master's degree from an accredited institution in education, public or educational administration, counseling, psychology, social work, or a related field.
2. Three years of leadership experience in healthcare administration or student support services field.
3. 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. Previous experience managing or administering educational categorical programs, community organizations or government programs dealing with predominantly ethnic minorities or persons with language, social, or economic disadvantages; OR
2. Community college counselor experience or comparable experience working with underrepresented students with disabilities, veterans, and/or students with socioeconomic disadvantages.
3. 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