

DIRECTOR OF DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)
(Management Designation)
(Range 54)

DEFINITION

Under general direction of the Dean of Student Services, the Director of Disabled Student Programs and Services (DSPS) is responsible for the leadership, planning, directing and supervising the unit, serving as spokesperson for Disabled Student Programs and Services, providing services to students and performing other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Disabled Student Programs and Services is a management position that is directly responsible for ensuring quality in the delivery of programs and services to students with disabilities, that the District complies with all laws and regulations pertaining to students with disabilities, that students are provided with appropriate programs and services, and that student and program records are accurately maintained. The Director must be able to collaborate with all district programs and divisions for the benefit of students and ensure reporting requirements are met.

Incumbents in this position support student learning outcomes and institutional effectiveness by ensuring that students have access to appropriate accommodations.

ESSENTIAL FUNCTIONS

- Plan, develop, direct, supervise, implement, and evaluate all aspects of Disabled Student Programs and Services;
- Communicate program information to the district at large and collaborate with divisions and departments to ensure appropriate student accommodations;
- Conduct intake interviews with students and evaluate documentation for program eligibility in accordance with Title V and District policy; and document additional information from students as appropriate;
- Analyze and interpret student diagnostic assessment results and reports to determine eligibility for services;
- Facilitate the identification and development of support services needs;
- Facilitate the identification of curricular needs and assist in DSPS course curriculum development;
- Direct scheduling of all DSPS classes and monitor faculty loads;
- Ensure district compliance with local, state, and federal regulations regarding student access to facilities and instructional programs;
- Initiate, compile, and maintain all DSPS related records and data required by the Chancellor's Office and other official regulatory agencies;
- Provide direct services to DSPS students as needed;
- Prepare all DSPS planning documents with identified program objectives, student learning outcomes, and assessments;
- Develop and monitor DSPS budgets;
- Approve expenditures of general fund, categorical and Foundation funds for DSPS;
- Coordinate with the Foundation to promote contributions to endowments and annual gifts for DSPS;
- Ensure compliance with local, state, and federal expenditure guidelines;
- Research and develop grant funding sources;

- Hire, train, supervise and evaluate all permanent and tenured DSPS personnel;
- Provide support to DSPS staff in the hiring, training and supervision of short-term temporary and student employees;
- Recruit, train, and oversee program volunteers;
- Serve as program liaison to community agencies and educational institutions;
- Regularly convene the DSPS Advisory Committee;
- Lead the planning and implementation of the annual Disabilities Conference;
- Serve on District standing committees such as the Student Support and Success Committee;
- Develop public information for on/off campus dissemination;
- Provide leadership for DSPS student outreach activities;
- Maintain awareness of local, state, and federal trends for use in forecasting services and instruction;
- Provide for district, faculty and staff professional development;
- Represent the district in regional and statewide professional organizations and activities, professional conferences, workshops and webinars;
- Research and implement new technologies for the delivery of DSPS services such as website development and database management; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

Required

- Master's degree in a category of disability, special education, education, psychology, educational psychology or rehabilitation counseling;
- Must meet the minimum qualifications for a DSPS Coordinator (*pursuant to Title V, Section 56048*).

Experience:

Required

- Demonstrated knowledge of ADA and other legal requirements for community college students with disabilities;
- Budget management;
- Direct service to disabled students.

Preferred

- Community College service to disabled students, including learning disabled students and deaf and hard of hearing students.

Knowledge of:

- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Assess needs and provide appropriate programs and services for students with disabilities as well as the general student population;
- Manage a categorical budget;
- Work with interruptions, frequent deadlines, and multiple assignments simultaneously;

- Coordinate services with Student Success Centers/ and other district support services available such as: EOPS and Veterans;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Board of Trustees Approval: 10/05/2011;06/04/2014