

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Disability Support Programs & Services (DSPS)

Unit: Management

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Job Code: C2500
Original Date: 09/1995
Last Revision: 05/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range: 18

DEFINITION

Under the general supervision of the Vice Chancellor of Student Services, manage and coordinate a variety of district wide instructional services and programs to provide quality educational opportunities for students with disabilities; assure proper district wide implementation, monitoring, and maintenance of assigned programs and services; train, supervise, and evaluate the performance of assigned staff.

EXAMPLES OF DUTIES

1. Manage, coordinate, and provide leadership for a variety of district wide instructional services to provide, enhance, and facilitate learning opportunities for all students with disabilities.
2. Evaluate and recommend programs, standards, policies, and procedures within the parameters of State and federal laws to meet the District's goals for assigned programs and services.
3. Develop and administer the program capital outlay and operating budgets for assigned programs and activities; monitor and control expenditures; establish audit procedures and prepare required financial records and reports.
4. Coordinate the planning, organization, and delivery of instructional services to students with disabilities; implement, monitor, and evaluate these instructional programs throughout the District.
5. Perform research, develop new programs, and provide recommendations to college instructional offices and personnel; including pursuit of grants to meet evolving trends in services to persons with disabilities.
6. Communicate with District and college administrators, faculty, government agencies, and others to resolve issues, interpret and explain policies, provide technical expertise, and exchange information.
7. Coordinate instructional services and programs for persons with disabilities with community college sites, four-year institutions, government agencies, and community resources organizations.
8. Plan, organize, develop, and administer the DSPS action plan for the District; conduct research and prepare reports and recommendations; participate in long- and short-range planning.
9. Coordinate development of District policies and procedures regarding instructional services for students with disabilities; research and analyze issues and interpret State and federal regulations and legislation impacting assigned programs and functions.
10. Plan, organize, and conduct meetings, seminars, and training programs relating to instructional services and programs for students with disabilities.
11. Coordinate with businesses to ascertain trends of employment for students with disabilities and various skill levels.
12. Assure preparation and maintenance of records, reports, and documentation as required by the Board, the District, the State Chancellor's Office, regulatory agencies, and other councils and committees.

13. Train, supervise, and evaluate the performance of assigned personnel; plan, assign, and review work; make recommendations regarding the selection, discipline, counseling, and termination of assigned staff.
14. Analyze instructional programs and services for students with disabilities; develop educational opportunities and assure compliance with a variety of regulations, requirements, and laws set by the State and federal governments.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Broad knowledge of District operations, organization, policies, and objectives.
- Budget preparation and control.
- Changing technologies affecting instructional programs and services for students with disabilities.
- Instructional services and programs for students with disabilities at a community college district.
- Interpersonal skills including tact, patience, and courtesy.
- Oral and written communication skills.
- Organization and development of a DSPS action plan for a multi-college district.
- Principles and techniques used in the analysis and evaluation of instructional services and programs.
- Principles of management, supervision, and training.
- State and Federal laws, codes, and regulations affecting instructional services for students with disabilities.

Skills and Abilities:

- Assure compliance with State and federal requirements, codes, and laws related to instructional services for the disabled.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Implement, evaluate, and monitor instructional services and programs for students with disabilities.
- Maintain records and prepare reports.
- Manage, coordinate, and provide leadership in evaluating, monitoring, and maintaining instructional services to all college and continuing education students with disabilities.
- Meet schedules and time lines.
- Plan, organize develop the DSPS action plan.
- Plan, organize, and coordinate personnel and financial resources.
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.
- Train, plan, organize, and supervise the work of other personnel.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: a Bachelor's degree in special education, public administration, or related field and three years of full-time experience within the last four years for students/persons with disabilities in one or more of the following fields: (1) instruction and/or counseling in higher education programs; (2) administration/coordination of programs in an institution of higher education; (3) teaching, counseling, or administration in secondary education programs; or (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 related to persons with disabilities.

The following are also required for this academic/educational administrator assignment:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.