



**Office of Human Resources
Job Description**

Title: Director of Disabled Student Programs and Services (DSPS)

Position Profile:

Under the general direction of the Vice-President of Student Affairs or Designee, the DSPS Director serves as the primary administrator responsible for the operation and administration of the Disabled Student Programs and Services (DSPS). This position will provide leadership in the development and provision of appropriate support services to students with disabilities and to ensure compliance in accordance with applicable state and federal laws and regulations.

Primary Duties and Responsibilities:

(Examples of key duties are interpreted as being descriptive not restrictive.)

- Provide leadership in the administration, organization and daily operations of the DSPS office classified staff, including but not limited to the scheduling of service provision, the maintenance of records and tracking systems, the planning and development of effective policies and procedures in order to improve services and to ensure compliance with state and federal laws and regulations pertaining to the rights of students with disabilities;
- Promote understanding and awareness of programs, needs and innovative services in the field of disability including but not limited to Universal Design; maintain current knowledge of legislation and technology related to disabled students programs and services;
- Provide direct supervision of management and classified personnel and student workers;
- Participate in the training of faculty and classified staff; prepare the classified staff schedules; evaluate the work performance of the classified staff;
- Plan, organize and arrange staff development programs and activities;
- Investigate compliance complaints as appropriate;
- Coordinate and provide in-service training for the college community to promote awareness of the special needs of the students with disabilities; maintains liaisons with community agencies;
- In conjunction with the faculty coordinator, complete and submit program review and accreditation reports;
- Develop public information for on/off campus dissemination;
- In conjunction with the faculty coordinator, develop, manage and monitor the program budgets including preparation of federal, and state reports, such as the mid-year and end of year Chancellor's Office reports;
- Participate, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned;
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- Participate in the development and administration of supplemental grants as it relates to DSPS;
- Perform other duties as assigned.

Qualifications - Education and Experience:

This position requires a Master's degree from an accredited college/university, preferably in rehabilitation counseling, or related field with coursework and experience in counseling people with disabilities; must meet the minimum qualifications for a DSP&S counselor or instructor set forth in Title 5 ,Section 53414 or meet the minimum qualifications for an educational administrator set forth in Title 5, Section 53420 and in addition, have at least four years of full-time professional experience within the last four years in one or more of the following fields:

1. Leadership or oversight for 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, preferably in a California Community College;
3. Significant teaching, counseling, or administrative management experience in secondary education, working predominantly or exclusively in programs for students with disabilities;
4. Equivalent 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.

Skills, Knowledge, and Abilities:

- Ability to work effectively and harmoniously with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
- Ability to develop innovative programs that strengthen the quality of services provided to students with disabilities.
- Ability to work with community agencies that serve people with disabilities.
- Ability to apply legal and policy provisions to various problems consistently and correctly.
- Ability to manage categorical budgets and grants.
- Ability to work with interruptions, frequent deadlines, and multiple assignments.
- Ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Ability to provide short-term personal and crisis counseling to students with disabilities.
- Knowledge of the mission of the California Community Colleges.
- Knowledge of federal and state laws as they pertain to working with students with disabilities in an educational setting.
- Knowledge of accommodations and support services typically provided to students with disabilities in higher education.
- Knowledge of principles of supervision, training and practices of office management.
- Knowledge of accounting, budgeting and fiscal reporting.

Preferred Qualifications:

- Supervisory experience in the development and administration of programs for students with disabilities at a community college.
- Experience in managing categorical budgets and grants.
- Experience in providing direct services to students with disabilities.

*Approved by the Board of Trustees:
Reviewed: July 2015*