



**JOB TITLE: DISABLED STUDENTS PROGRAMS AND SERVICES
(DSPS) SUPERVISOR**

Classification: Supervisor
Salary Range: 28

Retirement Type: PERS*
Board Approved: November 20, 2006

BASIC FUNCTION:

Under the direction of the Director, Special Resource Center (Disabled Students Programs and Services DSP&S), plan, oversee and conduct student support services. Use sign language and other recognized methods to facilitate communication between students who are deaf or hard of hearing, and faculty, staff and other students. Analyze and determine support services labor needs and related budget for the support services for students with disabilities. Schedule, train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide technical direction and information on matters pertaining to the interpretation of regulations effecting services to students with disabilities; research, interpret and clarify DSPS policies as requested.

Prepare a variety of narrative and statistical records related to assigned activities.

Recruit, train, supervise, schedule and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels as requested; maintain time records for supervised personnel.

Identify and resolve problems related to students and the classroom support services.

Attend and conduct a variety of professional, regional and other meetings; chair assigned committees; develop agendas and provide appropriate follow-up.

Oversee the publication of the Support Services handbook for students and faculty.

Develop processes and procedures as needed to coordinate the support services function including the development of job descriptions, forms, grant applications, and other materials.

Operate a computer and other office equipment as assigned.

Develop and monitor an assigned budget to implement services within established guidelines; prepare a year-end expenditure and activities report for assigned funds and assure proper formatting of district and state reports.

Conduct in-service training for employees, faculty and hourly professionals and develop instructional resources.

Perform related duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

Experience in supervising others and scheduling workloads;

2500 hours of post-secondary interpreting

RID/NAD certification Levels 4 or above

ASL/PSE Interpreting skills

Any combination equivalent to: Bachelor's of Arts/Science degree in a related field and three years increasingly responsible experience in a college Disabled Students Programs and Services office.

Completion of an Interpreter Training Program

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Regulations, policies, Educational Code, DSP&S regulation and other requirements related to community college service provision for students with disabilities.

Community college organization, operations, policies and objectives.

Fluent in American Sign Language and other sign systems.

Basic financial and statistical record keeping.

Technical and working knowledge of a variety of assistive listening devices, real time captioning and C-Print.

Specialize vocabulary, terminology, and basic information in a variety of subjects taught at the college level.

Abilities/Skills:

Plan, organize and coordinate the day-to-day activities of the DSPS student support services.

Evaluate the need of the deaf student and match the reasonable support services.

Interpret, apply, explain and assure compliance with applicable policies, rules and regulations.

Train, supervise and evaluate personnel.

Operate a computer and assigned software to include word processing, spreadsheets, schedule/calendar, and power point programs.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Business math.

Principles and techniques of supervision and training.

Oral and written communication skills.

Record-keeping techniques.

Communicate effectively in sign, orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare complex statistical reports.

Organize, coordinate and oversee office activities.

Establish and maintain cooperative working relationships with others.

Meet schedules and time lines.

Work confidentially with discretion.

WORKING CONDITIONS:

Mainstreamed college setting.

Extensive interpersonal interaction.

Ability to perform the manual movements of American Sign Language fluently.

Sufficient visual acuity to see and translate signs produced by others into English.

Sufficient ability to hear English in order to translate conversation and classroom lectures;

Ability to sit and sign for up to two hours at a time.

Ability to carry up to 25 lbs.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.