



JOB TITLE: DIRECTOR, SPECIAL RESOURCE CENTER

Classification: Classified Administrator Retirement Type: PERS*
Salary Range: 13 Revised/Board Approved: August 21, 2006

BASIC FUNCTION:

Under the direction of the Dean of Health Sciences and Athletics, the Director of Special Resource Center manages the District's compliance with California Education Code for Disabled Students Programs and Services (DSPS) and Federal legislation including Sections 504/508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act; ensure that all curriculum meets state standards for students with disabilities and Associate Degree and Certificate of Completion for Sign Language Interpreter Training.

REPRESENTATIVE DUTIES:

Provide the services that meet the requirements mandated under DSPS regulations and service mandated by Title V and Section 504 of the Rehabilitation Act of 1973. Prepare all mandated reports for funding purposes and ensure compliance through participation in Program Review. Maintain and secure all required eligibility medical and psychological information ensuring mandated legislation for confidentiality.

Provide a curriculum that meets the requirements of California Education Code for Educational Development and Sign Language Interpreter Training. Remain current in instructional support for all types of disabilities accommodations including Section 508 of the Rehabilitation Act and the production of alternate media. Plan and schedule semester courses. Review and revise the college catalog pertaining to the Special Resource Center, accommodations for students with disabilities and standards for grievances related to disability.

Coordinate and administer the Special Resource Center budget according to mandated requirements and audit standards. Prepare mandated fiscal reports for campus and community college system according to specific State and Federal requirements. Allocate resources of the department budget to provide for optimum functioning and meeting all legal mandates. Provide requests for supplies, equipment, maintenance, and improvement of facilities in accordance with legal mandates for access of individuals with disabilities and in cooperation with faculty and division dean.

Conduct all department personnel functions ensuring compliance with mandates for DSPS regulations. Prepare job announcements, conduct recruitment activities, and train and supervise department personnel according to campus procedures and DSPS regulations. Ensure all personnel activities are performed in accordance with appropriate collective bargaining agreements.

Facilitate communication by oral, writing and signed modes of communication between the Special Resource Center, on-campus entities (i.e. division offices, student services, facilities maintenance) and off-campus entities (Department of Rehabilitation, independent living programs, direct service providers and advocacy agencies).

Compile and prepare all state mandated reports for DSPS program funding and grant progress.

Conduct periodic program review and implement strategic plans meeting State and Federal mandates for services to individuals with disabilities. Remain current on legal precedence in assistive technology, alternate media production, and accommodation procedures/practices for students with disabilities.

Review proposed legislation affecting instruction and accommodations for individuals with disabilities in postsecondary education and implement changes in policy and procedures accordingly. Gather and share statistical data regarding instruction and accommodations for individuals with disabilities from governmental and non-governmental sources. Communicate changes in State and Federal legislation affecting accommodations and instruction for individuals with disabilities to appropriate college personnel.

Orient, guide, assign and evaluate department faculty and staff. Compute faculty load and plan teaching assignments. Provide opportunities for in-service and conference attendance. Act as a resource for curriculum development and program evaluation according to DSPS regulations and Title V regulations for special classes. Recruit and maintain an active faculty, specialist, and counselor list to meet department needs.

Represent the college as required by the Division Dean, Vice President of Academic Affairs or the college President. Articulate the legal mandates required for institutions of higher education to local high schools, community agencies and state agencies such as the Department of Rehabilitation. Maintain an advisory committee for the DSPS and Sign Language Interpreter Training Program, and serve as the chairperson or appoint a designee at all meetings.

Research, secure and implement internal and external funding from grants and other fund raising activities in support of Special Resource Center programs and services.

Interpret and implement the administrative policies, rules, regulations, and recommendations of the college regarding instruction and accommodations for students with disabilities. Assist in resolving staff and/or student problems in the Special Resource Center.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree in special education, counseling, educational administration, higher education, rehabilitation counseling, or other related field.

Two years of recent full-time work experience in a community college or directly related programs for the handicapped in one or more of the following capacities: Community college management position; Special education administration or instruction position; or Counseling position working primarily with the disabled population.

Satisfy the California Community College minimum standards required for: Special Education (Handicapped) or Counseling, and Supervision or Administration

Desirable Qualification:

Certification as a Rehabilitation Counselor

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Architectural Accessibility Standards, federal laws and regulations, and non-discrimination requirements relating to the disabled.

Education Code and Administrative Code regulations pertaining to community college programs and services for the disabled in California.

Principles and practices of administration, supervision and training.
Trends and development in the disabled student services field.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Medical terminology, disability management, assistive technology, alternate print formats and psychosocial aspects of disabilities.

Abilities/Skills:

Communicate effectively orally, in writing and through the use of alternate formats including sign language and other forms of communication.
Understand and practice the principle of administration and supervision including personnel management, budget management and strategic planning.
Plan, organize and administer the processes and operations of the District's Disabled Student Program and Services and instruction of special classes and the department of Sign Language Interpreter Training.
Read, interpret and apply regulations, policies, and procedures related to the program.
Represent the program at a variety of internal and external committees and meetings.
Maintain effective working relationships with those contacted in the course of the work; sensitivity to and ability to work effectively with the disabled.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively with the college administration and faculty, community agencies, and the public in general.
Communicate with the deaf through the use of manual communication.
Conduct dispute mediation and make recommendations for problem resolution.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Travel within and outside of the District in performing responsibilities and functions.
Work variable work schedules.
Move from one work area to another.
Work under tight deadlines.
Work in a diverse environment.

PHYSICAL ABILITIES:

Hear and speak to exchange information.
Use hand, wrist and finger dexterity to operate a variety of office equipment.
Vision to read printed material and computer screen.
Speech and hearing to communicate in person and by telephone.
Lift and carry up to 25 pounds.

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