



JOB TITLE: DIRECTOR, SPECIAL RESOURCES

Classification: Educational Administrator Retirement Type: STRS*
Salary Range: 13 Revised/Board Approved: August 15, 2022

BASIC FUNCTION:

Under the direction of an administrator, the Director of Special Resources ensures the District's compliance with California Education Code for Disabled Students Programs and Services (DSPS) and Federal legislation including Section 504/508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act. The Director also ensures that curricula meet state standards for students with disabilities.

REPRESENTATIVE DUTIES:

Ensure services offered through the Student Resource Center (SRC) meet requirements mandated under DSPS regulations, Title V, and Section 504. Maintain and properly secure student medical and psychological information, as appropriate. Maintain currency with trends and innovations in instructional support for student disability accommodations including requirements under Section 508 and the production of alternate media.

Work with faculty to develop curriculum that meets California Education Code requirements for Educational Development and Sign Language Interpreter Training. 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.

Review and revise the college catalog pertaining to SRC operations, accommodations for students with disabilities, and standards for grievances related to a disability.

Coordinate and administer a budget according to mandated requirements and audit standards. Prepare mandated fiscal reports according to relevant State and Federal requirements. Allocate resources to provide optimum operations and compliance with all legal mandates. Provide supplies, equipment, maintenance, and improvement of facilities in consultation with faculty and direct supervisor and in accordance with legal mandates to provide access to individuals with disabilities.

Review and provide input on SRC job announcements. Lead and/or participate in talent search efforts. Ensure all personnel activities are performed in accordance with appropriate collective bargaining agreements.

Manage and facilitate services to support students with disabilities communicate orally, in writing, and/or via sign language with 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 state mandated reports for DSPS program funding and grants. Prepare timely reports to secure continuous funding and ensure compliance. Research and secure internal and external funding grants and other funds in support of SRC programs and services.

Conduct 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 legislation affecting instruction and accommodations for students with disabilities in postsecondary education. Implement changes in policy and procedures accordingly, based on gathered statistical data, as appropriate. Communicate changes in State and Federal legislation affecting accommodations and instruction for students with disabilities to appropriate college personnel.

Orient, guide, assign, and evaluate department faculty and staff. Plan and schedule semester courses. Compute faculty load and plan teaching assignments. Provide opportunities for in-service and conference attendance. Act as a resource for curriculum development according to DSPS regulations and Title V regulations for special classes.

Serve as a representative of the college as needed. Articulate the legal mandates required for institutions of higher education to local high schools, community agencies, and state agencies.

Interpret and implement the administrative policies, rules, regulations, and recommendations of the college regarding instruction and accommodations for students with disabilities. Resolve 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 related field.

Two years of recent full-time work experience in a community college or directly related programs for students with disabilities 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 for: Special Education (Handicapped) or Counseling, and Supervision or Administration.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Certification as a Rehabilitation Counselor.

Knowledge of Architectural Accessibility Standards.

Knowledge of laws, regulations, and non-discrimination requirements relating to the disabled.

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

Experienced in the principles and practices of administration, supervision, and training.

Knowledge of current trends and developments in the disabled student services field.
Knowledge of medical terminology, disability case management, assistive technology, alternate print formats, and psychosocial aspects of disabilities.

Abilities/Skills:

Skilled at operating computers and assigned software.
Interpersonal skills using tact, patience, and courtesy.
Ability to communicate effectively orally, in writing, and through the use of alternate formats including sign language and other forms of communication.
Skilled at budget management and strategic planning.
Ability to plan, organize, and administer disabled student programs and services.
Skilled at operating a Sign Language Interpreter Training program.
Ability to read, interpret, and apply regulations, policies, and procedures related to the SRC.
Ability to represent the SRC at a variety of internal and external committees and meetings.
Ability to maintain effective working relationships.
Skilled at being sensitive to and ability to work effectively with the disabled.
Ability to analyze situations accurately and adopt an effective course of action.
Skilled at communicating effectively with administrators, faculty, agencies, the general public.
Ability to communicate with the deaf and hard of hearing via sign language.
Ability to mediate disputes 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.