



JOB TITLE: SPECIAL RESOURCE CENTER SUPERVISOR

Classification: Supervisor
Salary Range: 23

Retirement Type: PERS *
Board Approved: August 15, 2022

BASIC FUNCTION:

Under the direction of an assigned administrator, the Special Resource Center (SRC) Supervisor plans, implements, and manages support services for persons with disabilities. Ensures persons with disabilities acquire information, engage in interactions, and access services with substantially equivalent ease as those without disabilities. Trains and manages assigned personnel to work with students with disabilities. Ensures District compliance with accessibility standards and requirements in conjunction with the Americans with Disabilities (ADA) Act and other relevant laws.

REPRESENTATIVE DUTIES:

Provides day-to-day direction and problem-solving within an assigned area of the SRC. Implements operational plans and initiatives to meet program goals, objectives, and service expectations. Ensures adherence to established policies, procedures, and processes to achieve optimal efficiency and effectiveness. Initiatives activities to promote a positive work environment.

Manages and oversees the delivery of legally mandated support services. Ensures all college/class materials for students with disabilities are translated into an alternate format and provides materials in a timely manner. Coordinates and assigns interpreters for the deaf and hard of hearing employees of the College.

Develops and implements best practices, processes, and procedures to promote, sustain, and coordinate accessible and timely support services for persons with disabilities. May collaborate with key colleagues to inform and implement accessibility practices. May develop and administer targeted educational and outreach programs to promote greater awareness of SRC services and resources. May implement changes based on emergent student needs.

Assists in ensuring compliance with regulations affecting services for students with disabilities. Researches, interprets, and clarifies SRC policies as needed. Provides background information, historical context, and/or interpretation of policies and/or procedures.

Hires, trains, and supervises assigned staff. Directs and schedules work activities. Approves requests for time off. Addresses performance problems as needed. Participates on interview panels as requested. Maintains time records for supervised personnel.

Identifies and resolves problems related to students and classroom support services. Serves as a liaison between college personnel and students with disabilities to facilitate comprehensive discussions on available options to ease access to information, interactions, and services for students with disabilities.

Attends and conducts a variety of professional and/or regional meetings, committees, programs, workshops, and information sessions. Chairs assigned committees. Develops agendas and provides appropriate follow-up.

Produces a wide range of documents, records, reports, and data sets. Oversees the publication of the Support Services handbook for students and faculty. Contributes to the development of job descriptions, forms, grant applications, and other written materials. May assist in collecting and analyzing data within assigned area. Prepares a variety of narrative and statistical records related to assigned activities.

Develops and monitors an assigned budget to implement services within established guidelines. Prepares a year-end expenditure and activities report for assigned funds. Ensures proper formatting of District and state reports.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

BA degree in Human Services, Media Production, Educational Technology, Special Education, Information Technology, Rehabilitation, or a related field.

Four (4) years of direct, increasingly responsible experience in related area.

Relevant experience may substitute for the degree requirement on a year-for-year basis.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of American Sign Language.

Knowledge of regulations, policies, Educational Code related to community college service provisions for students with disabilities.

Knowledge of community college organizational structure, operations, policies, and objectives.

Knowledge of basic financial and statistical record keeping.

Knowledge of the technical and working components of assistive listening devices, real-time captioning, and C-Print.

Knowledge of specialized vocabulary, terminology, and information taught at the college level.

Knowledge of media practices.

Knowledge of the RID Code of Professional Conduct.

Experienced in interpreting services.

Abilities/Skills:

Skilled at interpreting, applying, explaining, and ensuring compliance with applicable policies, rules, and regulations.

Skilled at interacting with others with tact, patience, compassion, collegiality, and courtesy.

Skilled at business math.

Skilled at supervising others.

Ability to communicate effectively with others orally and in writing.

Ability to supervise and lead other effectively.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to maintain records and prepare complex statistical reports.

Ability to organize, coordinate, and oversee office activities.

Ability to establish and maintain cooperative working relationships with others.
Ability to meet schedules and timelines.
Ability to work confidentially with discretion.

WORKING CONDITIONS:

Extensive interpersonal interactions.
Extensive computer work.
Must be able to sit and stand up to two hours or more at a time.
Must be able 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.