

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Disabled Students Programs and Services	Range: 24 (AC)	Management Schedule
Date Revised:	March 10, 2008	Date Approved:	May, 1993

PRIMARY PURPOSE

Under the direction of a college vice president or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the development and provision of appropriate educational and support services to students with disabilities and assuring compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration, organization and development of college support services for students with disabilities (physical, communicative, learning, psychological, acquired brain injured); assures consistency of objectives, policies and procedures with those of the college and the District.
2.	Provides for diagnostic assessment of students with disabilities and determination of eligibility for support services; develops and implements plans and policies to facilitate and improve disabled students services and programs; assures compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.
3.	Supervises the planning, development and recommendation of new courses; reviews standing courses and recommends the deletion of courses no longer appropriate to the curriculum; maintains current course outlines to accurately reflect the instructional program.
4.	Plans and coordinates services and course offerings; develops and prepares faculty schedules and room assignments; assists in the preparation of the catalogue and class schedules.
5.	Develops and prepares the annual preliminary budget for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations, and activities.
6.	Determines appropriate equipment and supplies for assigned programs in accordance with established policies; submits textbook lists and requests for supplementary materials, audiovisual and other resources; monitors and controls inventories.
7.	Maintains communication with District and college staff and various agencies to coordinate program services, exchange information, and refer students with disabilities; maintains current knowledge of legislation and technology related to disabled students programs and services.
8.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
9.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.

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10.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel
11.	Maintains current knowledge of diagnostic and instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Director of Disabled Students Programs and Services may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Director of Disabled Students Programs and Services maintains frequent contact with students, with various college and District personnel, and with representatives and service providers from the community and governmental agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience reasonably related to the assignment.

Desirable Qualifications

Experience in teaching or counseling students with disabilities, preferably in a higher education environment.

Increasingly responsible supervisory experience in the development and administration of programs for students with disabilities.

Experience in managing categorical budgets and grants.

Experience working with computer software and other technologies which are utilized in the provision of educational services to students with disabilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of state education code and Title 5 requirements
- Knowledge of federal and state laws and regulations related to students with disabilities
- Knowledge of research project policies, procedures and practices, including data collection and analysis
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of record keeping procedures
- Knowledge of budget preparation and maintenance
- Knowledge of appropriate software and databases
- Ability to interpret, apply and explain rules, regulations, policies and procedures

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Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.
