

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR OF DISABILITY SUPPORT SERVICES (DSS)**

### **BASIC FUNCTION:**

Under the administrative leadership and direction of the Dean of Student Support Services, plan, organize, coordinate, and direct all programs and services provided through the District's Disability Support Services (DSS) Department; supervise and evaluate assigned academic and classified staff; supervise the preparation and maintenance of required records and reports; and assume responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy.

### **REPRESENTATIVE DUTIES:**

Plan, organize, direct, and provide administrative leadership for the programs and operations of the Disability Support Services Department; direct all aspects related to the planning, staffing, delivery, and evaluation of DSS programs; ensure compliance with DSS Title V regulations and the Americans with Disabilities Act; represent the interests of the Department. *E*

Manage and provide leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs for students with disabilities; participate in long-range planning activities. *E*

Develop policies and procedures within federal, state, and District guidelines to ensure access to District programs for students with disabilities. *E*

Oversee and participate in the development and administration of the DSS Department's budget; participate in the forecast of funds; monitor and approve expenditures; implement adjustments; assume responsibility for reporting and accounting for categorical funding of programs and related reports. *E*

Provide overall supervision of Disability Support Services programs and services, faculty and staff functions, and related activities that serve the instructional and students services needs of students who have disabilities. *E*

Reviews programs, services, activities, and expenditures for compliance with applicable state and federal laws, regulations, and guidelines, District policy and procedures, and responsiveness to the needs of students with disabilities. *E*

Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; provide or coordinate training for staff; supervise assigned personnel in accordance with District policy; participate with Student Affairs in the evaluation of classified staff and academic faculty. *E*

Assume responsibility for handling student personal, program- and staff-related complaints; assume responsibility for resolving problems regarding student eligibility, acceptance, utilization of programs, and delivery of programs and services. *E*

Provide leadership and serve in an advisory capacity to District administrators, faculty, and staff regarding access to college programs and services for students with disabilities. *E*

Provide leadership in the evaluation of offered courses; work collaboratively with the Dean and other departments to design class schedules to meet the learning needs of students and to ensure that facilities are used to their potential; provide consultation to the Dean in scheduling courses and services at off-campus sites with concurrence from the Center Deans.

## **Director of Disability Support Services (DSS) - Continued**

Promote the academic integrity of the program; facilitate student success through innovation in the curriculum; facilitate innovation in the curriculum; encourage Department faculty to author new course proposals, course modifications, facilities upgrades, and/or grant proposals. *E*

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields related to student disability support services.

Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operations, services, and activities of the District's Disability Support Services Department.

District policies, procedures, and current education programs.

Pertinent federal, state, and local laws, codes, and regulations including Title V Regulations for DSS program and Americans with Disabilities Act.

Methods and techniques of leadership and management.

Principles and practices of curriculum and course development.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of hiring, supervision, training, and performance evaluation.

Principles and procedures of statistical record keeping and report preparation.

Modern office procedures, methods, and equipment including computers and applicable software.

Methods and techniques of research, analysis, and decision making.

English language usage, grammar, spelling, and punctuation.

Interpersonal skills, using tact, patience, and courtesy.

Oral and written communication skills.

#### **ABILITY TO:**

Manage and direct the activities of and provide effective leadership for the District's DSS Department programs, services, and operations.

Oversee and participate in the development and implementation of policies, procedures, goals, and objectives of assigned programs and services.

Develop, coordinate, and manage effective programs and services.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Plan, organize, direct, and coordinate the work of faculty and staff.

Select, supervise, train, and evaluate faculty and staff.

Research, analyze, and evaluate new service delivery methods and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and program requirements

Prepare and present comprehensive, effective oral and written reports

Develop and administer an operational budget.

Analyze curriculum and offered courses and recommend modifications.

Ensure the academic integrity of DSS Department programs and courses.

Interpret, apply, and explain applicable federal, state, and District laws, regulations, policies, and procedures related to assigned functions.

Conduct meetings and serve on committees.

Plan and organize work to meet schedules and time lines.

Work successfully with District faculty, administrators, and staff as well as community representatives.

Communicate and respond effectively with adults with diverse disabilities.

## **Director of Disability Support Services (DSS) - Continued**

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

Constant interruptions.

#### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person or on the telephone and to make presentations.

Seeing to read and verify data and prepare various materials.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

#### **HAZARDS:**

Contact with dissatisfied or abusive individuals

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*Johnson & Associates*

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