

for information regarding evaluation of foreign degrees.

**Incomplete application packages and/or applications without signatures will not be considered.** Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

**Submit application package to:**

Human Resources Office  
North Orange County Community College District  
1830 W. Romneya Dr.  
Anaheim, CA 92801

**DEADLINE FOR APPLICATIONS**

Application package must be received by **5:00 pm, October 15, 2013**. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

**SELECTION PROCESS**

The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

**CYPRESS COLLEGE – “Minds. Motivated.”**

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 15,750 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 57 university-transfer majors, 138 career-certificate programs, and degrees in 57 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at [www.cypresscollege.edu](http://www.cypresscollege.edu).

For further information about the position contact:  
Paul deDios –  
Dean, Counseling/Student Development  
[pdedios@cypresscollege.edu](mailto:pdedios@cypresscollege.edu)

**NOCCCD: “Greatness. Achieved.”**

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was \$194 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at [www.nocccd.edu](http://www.nocccd.edu).

# Director, Disabled Students Programs and Services

Job #CCM998



Minds. Motivated.

## THE POSITION

### DIRECTOR, DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Job #CCM998

#### STARTING DATE

Within a mutually agreeable time, as soon as possible after acceptance of the position.

#### BASIC FUNCTION

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.

#### DUTIES AND RESPONSIBILITIES

Provide leadership in the administration, organization and development of college support services for students with disabilities (physical, communicative, learning, psychological, acquired brain injured); assure consistency of objectives, policies and procedures with those of the college and the District.

Provide for diagnostic assessment of students with disabilities and determination of eligibility for support services; develop and implement plans and policies to facilitate and improve disabled students services and programs; assure compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.

Supervise the planning, development, and recommendation of new courses; review standing courses and recommend deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional program.

Plan and coordinate services and course offerings; develop and prepare faculty schedules and room assignments; assist in the preparation of the catalogue and class schedules.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations, and activities.

Determine appropriate equipment and supplies for assigned programs in accordance with established policies; submit textbook lists and requests for supplementary materials, audio-visual and other resources; monitor and control inventories.

Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer students with disabilities; maintain current knowledge of legislation and technology related to disabled students programs and services.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.

Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

#### OTHER FUNCTIONS

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

#### MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution **AND** one year of formal training, internship, or leadership experience reasonably related to the assignment.

In addition, the Director serves as the designated DSPS Coordinator and must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414 (a) through (d) OR meet the minimum qualifications for an educational administrator set forth in Section 53420 AND in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

1. Instruction or counseling or both in a higher education program for students with disabilities;
2. Administration of a program for students with disabilities in an institution of higher education;
3. Teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities;
4. Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

#### DESIRABLE QUALIFICATIONS

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

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

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.

#### SALARY

The initial salary placement range is \$94,889 - \$120,064 annually, 12-month contract, plus an additional \$2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

#### BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

#### APPLICATION PROCEDURE

Reference Job #CCM998 in all correspondence. Download the **District Academic Application** on our website at <http://www.nocccd.edu>, or email requests to [hr@nocccd.edu](mailto:hr@nocccd.edu), or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package **MUST** include the following:

1. Completed **District Academic Application**.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate **AND** graduate college transcripts (may be unofficial). **The award of all degrees must be printed on a legible transcript.** Evaluations of foreign degrees and course work are required. See [www.nocccd.edu/Employment](http://www.nocccd.edu/Employment)