



COLLEGE OF MARIN  
invites applications for the position of:  
**Director of Student Accessibility  
Services**

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**SALARY:** See Position Description

**OPENING DATE:** 09/05/14

**CLOSING DATE:** Continuous

**DESCRIPTION:**

*Open Until Filled*

**Priority Screening Date:** *October 2, 2014 at 12:00pm*

Under the general direction of the Dean of Student Success, the Director of Student Accessibility Services (SAS) is responsible for the leadership of SAS in providing services to students.

**Diversity Statement**

College of Marin strives to embrace diversity in all forms: it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

**ESSENTIAL FUNCTIONS:**

Directly responsible for ensuring quality in the delivery of programs and services to students with disabilities; that the District complies with all laws and regulations pertaining to students with disabilities; that students are provided with appropriate programs and services, timely accommodations and that student and program records are accurately maintained. The Director must be able to collaborate with all district programs and divisions for the benefit of students and ensure reporting requirements are met.

Incumbents in this position support student learning outcomes and institutional effectiveness by ensuring that students have access to appropriate accommodations.

**Examples of duties include:**

- Plan, develop, direct, supervise, implement, and evaluate all aspects of Student Accessibility Services (SAS), formerly Disabled Students Programs and Services;
- Develop, implement, monitor, evaluate and coordinate educational support services for students with disabilities; provide direct counseling/advising, assessment and guidance to students with disabilities;
- Implement disability services on multiple campuses;
- Hire, train and evaluate staff and hourly SAS employees, and provide direction to faculty; provide in-service training for faculty and staff;
- Develop and implement standards, programs, policies and procedures consistent with program requirements and needs;
- Interpret federal (e.g., Section 504 and 508 of Rehabilitation Act of 1973 and Americans with Disabilities Act), state (AB 77, Education Code, Section 84850 and Title 5, California Code of Regulations (5 CCR) Sections 56000-56076) and district policies and procedures related to students with disabilities;

- Provide expertise and ensure district compliance with local, state, and federal regulations regarding student access to facilities and instructional programs;
- Assist faculty and departments with implementing accommodations in an instructional setting;
- Provide leadership with the develop and assessment of student learning outcomes (SLOs);
- Participate in district Student Equity Planning;
- Communicate program information to the district at large and collaborate with divisions and departments to ensure appropriate student accommodations;
- Initiate, compile, and maintain all DSPS related records and data required by the Chancellor's Office and other official regulatory agencies;
- Evaluate and monitor MIS, Scheduling and Reporting System (SARS) and other data for accuracy;
- Conduct intake interviews with students and evaluate documentation for program eligibility in accordance with California Ed Code, Title 5 and District policy, participate in the student/institution interactive process as required in Federal Statute; and document additional information from students as appropriate;
- Analyze and interpret student diagnostic assessment results and reports to determine eligibility for services;
- Facilitate the identification and development of support services' needs, including additional staffing;
- Provide direct services to SAS students as needed;
- Prepare all SAS planning documents with identified program objectives, student learning outcomes, and assessments;
- Plan, coordinate and provide outreach and recruitment activities;
- Develop and monitor SAS budgets; research and recommend external funding and grant opportunities;
- Approve expenditures of general fund, categorical and foundation funds for SAS;
- Coordinate with the foundation to promote contributions to endowments and annual gifts for SAS;
- Ensure compliance with grant, local, state, and federal expenditure guidelines;
- Interact with and provide services to a diverse student body and college personnel, demonstrating cross-cultural communication competency;
- Serve as a resource and primary liaison for the college community on issues of student accessibility promotion and advocacy, which may include classroom presentations, curriculum and resource material development, committee membership, and staff and faculty presentations;
- Refer students to District support services or external community accessibility services and / or other assistance agencies appropriate for student needs. Liaise with appropriate community agencies;
- Participate in local, regional and state activities;
- Coordinate SAS advisory committee meetings;
- Assist with the identification of curricular needs and SAS course curriculum development;
- Assist with scheduling of all SAS classes and monitoring of faculty loads;
- Act as a resource for Office of Civil Rights complaints and disability related matters throughout the district;
- Recommend policies and procedures necessary to ensure student access;
- Maintain current, relevant knowledge regarding disability services, research, technology and innovative practices;
- Compile student data and statistics;
- Submit program reviews and other periodic reports;
- Demonstrate a commitment to professional development and practice of cultural humility. Encourage social justice, equity, and sensitivity in program development and service delivery;
- Perform related duties as required or assigned.

## **REQUIREMENTS & DESIRABLES:**

### **REQUIREMENTS**

1.) Master's degree in a category of disability, special education, education, psychology, educational psychology or rehabilitation counseling; must meet the minimum qualifications for a DSPS Coordinator (pursuant to Title V, Section 56048);

***OR***

2.) Meet the minimum qualifications for service as an educational administrator - both of the following:

- A.) Possession of a master's degree; ***AND***
- B.) One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment; ***or*** Possession of a California Community College Supervisor Credential; ***or*** the equivalent.

***AND***

3.) Two years' experience (within the last four years) or the equivalent, in one or more of the following fields:

- Instruction or counseling, or both, in a higher education program for students with disabilities;
- Administration of a program for students with disabilities in an institution of higher education;
- Teaching, counseling, or administration in secondary education, working predominantly or exclusively in programs for students with disabilities;
- 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.

***AND***

4.) The applicant shall have completed a minimum of six (6) units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language or social disadvantages; ***AND***

5.) An understanding of, ability to demonstrate sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, ability, military, religious, sexual orientation and gender identity backgrounds of community college students, faculty and staff; ***AND***

6.) Knowledge and experience providing services and campus outreach with underrepresented, multicultural community college students; ***AND***

7.) A valid California driver's license.

### **DESIRABLE QUALIFICATIONS**

- Experience in serving students having a wide range of skills, motivation and academic or occupational goals;
- Community College service to disabled students, including learning disabled students and deaf and hard of hearing students;
- Awareness of and commitment to the philosophy and objectives of the California community college;

- Vision and energy to plan and organize programs and outreach to enhance student success;
- One (1) year of experience in management or administration in an educational setting;
- Demonstrated knowledge of laws and regulations governing Disabled Student Programs and Services in California Community Colleges;
- Demonstrated experience with development and implementation of student learning outcomes and utilization of results for improvement of students learning;
- Effective oral and written communication skills;
- Ability to communicate with ASL;
- Demonstrated ability to manage financial resources with a record of fiscal responsibility and accountability;
- Demonstrated advocacy for students and student needs.

### **REQUIRED CLEARANCES**

The following clearances must be made prior to appointment:

- Criminal Justice/Fingerprint Clearance
- Tuberculin (TB) Clearance
- Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

### **REQUIRED APPLICATION DOCUMENTS**

The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

- A.) Cover letter (*cover letter*)
- B.) Resume or C.V. (*résumé*)
- C.) Copy of college transcript conferring Bachelor's degree (*bachelor's transcript*)
- D.) Copy of college transcript conferring Master's degree (*master's transcript*)

*(If you hold additional degrees beyond the Bachelor's and Master's level, please attach a copy of your transcript conferring these degrees as well. Unofficial transcripts are acceptable for application purposes, as long as they confer the degree and show the coursework taken and grades achieved. An official transcript would be required upon hire.)*

**FOREIGN DEGREE HOLDERS:** *All foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should include a course-by-course evaluation and provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.*

### **SUPPLEMENTAL & SALARY INFORMATION:**

#### **CLASSIFICATION CATEGORY**

The Director of Student Accessibility Services is an educational administrative position, in compliance with all applicable sections of the California Education Code.

#### **SALARY INFORMATION**

**FLSA Status:** Exempt

**Salary Level:** MGMT 3.1

**Salary Range:** \$105,848 - \$134,209, depending on background and experience.

Please refer to the Management Salary Schedule on our [Human Resources](#) web site for detailed information.

**TO APPLY:** <https://jobs.marin.edu>

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College of Marin is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a Vietnam-era veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), the College of Marin is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://jobs.marin.edu>

Position #2012-00219

DIRECTOR OF STUDENT ACCESSIBILITY SERVICES

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