

## Qualifications – Education & Experience

This position requires a Master's degree from an accredited college/university, preferably in rehabilitation counseling, or related field with coursework and experience in counseling people with disabilities; must meet the minimum qualifications for a DSP&S counselor or instructor set forth in Title 5, Section 53414 or meet the minimum qualifications for an educational administrator set forth in Title 5, Section 53420 and in addition, have at least four years of full-time professional experience within the last four years in one or more of the following fields:

- Leadership or oversight for 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, preferably in a California Community College;
- Significant teaching, counseling, or administrative management experience in secondary education, working predominantly or exclusively in programs for students with disabilities;
- Equivalent 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.

## Qualifications—Preferred

- Supervisory experience in the development and administration of programs for students with disabilities at a community college.
- Experience in managing categorical budgets and grants.
- Experience in providing direct services to students with disabilities.



## Skills & Abilities

- Ability to work effectively and harmoniously with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
- Ability to develop innovative programs that strengthen the quality of services provided to students with disabilities.
- Ability to work with community agencies that serve people with disabilities.
- Ability to apply legal and policy provisions to various problems consistently and correctly.
- Ability to manage categorical budgets and grants.
- Ability to work with interruptions, frequent deadlines, and multiple assignments.
- Ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Ability to provide short-term personal and crisis counseling to students with disabilities.

## The Application Process

All applications must be complete and submitted online at [https://jobs.smc.edu/applicants/jsp/shared/Welcome\\_css.jsp](https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp).

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the position of Director, Community Relations;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

## Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

## General Information

For additional information regarding this position, including benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

## EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>

## Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College  
1900 Pico Boulevard  
Santa Monica, CA 90405

For questions or assistance, contact:  
Office of Human Resources  
Tel: 310.434.4415  
Hours: M-F 8:00am—5:00pm PT  
[www.smc.edu](http://www.smc.edu)

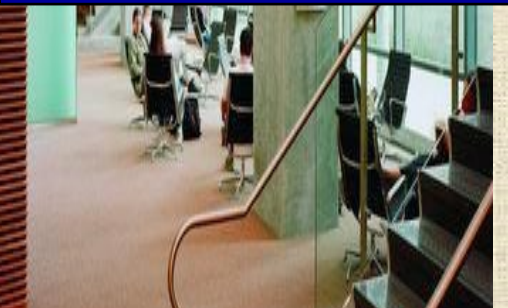
**Santa Monica College**

**Position Announcement**

**Director of  
Disabled Student  
Programs & Services**

**\$123,014—\$142,606**

**Applications accepted online  
Opening date: June 22, 2015  
First Review Date: Aug. 14, 2015**



**Changing Lives in the Global Community  
through  
Excellence in Education**

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Global Community through  
Excellence in Education**



**VISION**



## The Position - Director of Disabled Student Programs & Services (DSPS)

Under the general direction of the Vice-President of Student Affairs or Designee, the DSPS Director serves as the primary administrator responsible for the operation and administration of the Disabled Student Programs and Services (DSPS). This position will provide leadership in the development and provision of appropriate support services to students with disabilities and to ensure compliance in accordance with applicable state and federal laws and regulations.

### Primary Duties & Responsibilities

- Provide leadership in the administration, organization and daily operations of the DSPS office including but not limited to the scheduling of service provision, the maintenance of records and tracking systems, the planning and development of effective policies and procedures in order to facilitate and improve services for students with disabilities;
- Develop procedures and best practices to ensure compliance with state and federal laws and regulations pertaining to the rights of students with disabilities;
- Promote understanding and awareness of programs, needs and innovative services in the field of disability including but not limited to Universal Design; maintain current knowledge of legislation and technology related to disabled students programs and services;
- Provide direct supervision of management and classified personnel, student workers, and oversight of assigned faculty in all areas of the program;
- Participate in the hiring and training of new faculty and classified staff; prepare the classified staff schedules; evaluate the work performance of the classified staff;
- Plan, organize and arrange faculty and staff development programs and activities;

### Primary Duties & Responsibilities, cont.

- Conduct interviews with students and evaluate documentation for program eligibility in accordance with Title V and District policy;
- Coordinate and provide in-service training for the college community to promote awareness of the special needs of the students with disabilities; maintains liaisons with community agencies;
- Prepare all DSPS planning reports included but not limited to Program Reviews, Student Learning Outcomes and curriculum development, End of the Year Report for the Chancellor's Office, and the accreditation report;
- Develop public information for on/off campus dissemination;
- Develop, manage and monitor the program budgets including preparation of federal, state and local reports;
- Participate, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; perform other duties as assigned;
- Participate in the development and administration of supplemental grants as it relates to DSPS;

### The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

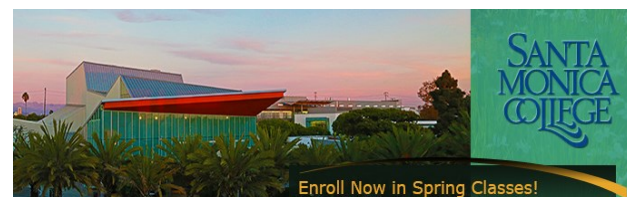
### Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

### Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



### Knowledge Required

- Knowledge of the mission of the California Community Colleges.
- Knowledge of federal and state laws as they pertain to working with students with disabilities in an educational setting.
- Knowledge of accommodations and support services typically provided to students with disabilities in higher education.
- Knowledge of principles of supervision, training and practices of office management.
- Knowledge of accounting budgeting and fiscal reporting.

***Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.***

***Investing in Santa Monica is investing in the future.***