

# management position



Position: 5065-m-03-15  
Re-Opening Date: August 26, 2015  
Closing Date: September 16, 2015

## Director, Access & Ability Center

**College of the Sequoias Community College District**  
915 S. Mooney Blvd.  
Visalia, CA 93277  
(559) 730-3867

Full-time, 12-month, Academic Management Position  
7:45 a.m. - 4:45 p.m. / Monday - Friday  
**WEB:** www.cos.edu  
**E-Mail:** LindaRei@cos.edu

### Description of Position

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The Director of the Access & Ability Center reports to the Dean of Student Services and is responsible for planning, and coordinating the Access & Ability program and supervising and evaluating certificated and classified staff.

- Provide direct supervision of the Health Center; may include supervision of other programs within Student Services Department.
- Perform other duties as assigned.

### Representative Duties

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- Plan, develop, direct, and evaluate district services, including instructional support services, instructional programs and physical facilities to meet the education and accessibility needs of disabled students.
- Develop program policies and procedures.
- Identify and recruit eligible disabled students who need specialized assistance or instruction.
- Develop and maintain liaison with local high schools and with area agencies which provide services to the disabled.
- Provide in-service training for faculty and staff to promote an awareness of the needs of disabled students.
- Identify architectural barriers and submit accessibility suggestions.
- Prepare and administer the Access & Ability Center budget and reports.
- Provide academic, vocational and personal counseling to disabled students.
- Oversee hiring of student employees for program components.
- Coordinate and chair advisory committee meetings for the Access & Ability Center; provide advocacy and coordination for the college's reasonable accommodations process.
- Respond to public inquiries regarding the Access & Ability Center.

### Education and Experience

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- [Title 5: §53414 and §56048]  
Possession of a Master's Degree in
- (a) Rehabilitation Counseling; or
  - (b) Special Education and twenty-four or more semester units in upper division or graduate-level course work in counseling, guidance, student personnel, psychology or social work; or
  - (c) Counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate-level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following:
    - Counseling or guidance for students with disabilities; or
    - Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities; or
  - (d) Master's degree in other closely related fields and two 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 predominately or exclusively in programs for students with disabilities; or
- [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 predominately or exclusively related to persons with disabilities.

## Desirable Qualification

- Have direct or related experience in managing and supporting staff teams serving students in higher education or similar settings.

## Licenses and Other Requirements

- Valid California driver's license.
- An incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification by the College of the Sequoias.

## Working Conditions

### Environment

- Office.
- Drive vehicle from site to site to conduct business of the District.

### Physical Abilities

- Ability to operate a computer and office equipment.
- Ability to read documents (with or without accommodation/assistive devices).
- Ability to sit and stand for extended period of time.
- Ability to reach in all directions.
- Ability to lift objects weighing up to 30 pounds.
- Ability to exchange information on the telephone or in person (with or without accommodation/assistive devices).

## Conditions of Employment

- Annual starting salary will be between \$86,617 and \$116,074 (Management Salary Schedule, Range 26). Salary placement is to be commensurate with education and experience.
- Medical/dental/vision insurance program for employee and dependents.

- Retirement plan.
- Employee life insurance (\$100,000) is provided.

## Screening Procedure

Only completed application material will be evaluated by a qualified screening committee. A selected group of candidates will be invited for oral interviews. Meeting the minimum qualifications does not assure the candidate an interview. Applications will be evaluated, taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

## Application Procedure

Applicants **must** submit the following materials to Human Resources by:

**September 16, 2015 / 4:30 p.m.**

- Application for Academic or Administrative Service.
- Diversity Statement (included in application packet).
- Statement which addresses how the applicant's experience and/or education enables him/her to be able to perform the Duties and Responsibilities.
- Current resume.
- Transcripts—Copies of transcripts of college/university work may be sent with the application package. Official transcripts are required for employment.
- Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies.

### Send to:

Linda Reis  
 (559) 730-3867  
 LindaRei@cos.edu  
 Human Resource Services  
 Position 5065-m-03-15  
 College of the Sequoias CCD  
 915 S. Mooney Blvd.  
 Sequoia Building, Room 5  
 Visalia, CA 93277

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## Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."