

management position



Position: 5088-m-03-15
Opening Date: September 14, 2015
Closing Date: October 5, 2015

Assistive Technology Center (ATC) Manager

College of the Sequoias Community College District
915 S. Mooney Blvd.
Visalia, CA 93277-2214
(559) 730-3867

Full-time, 12-month, Management Position
7:45 a.m.— 4:45 p.m., Monday through Friday
Web: www.cos.edu
Email: LindaRei@cos.edu

Description of Position

Under the direction of the Director, Access and Ability, the Assistive Technology Center (ATC) Manager will coordinate and supervise the Assistive Technology Center to ensure equal access to instruction and campus life for students with disabilities. Responsibilities include, providing direct assessment and instruction, supervision of staff and oversight of the Assistive Technology Center and the services available to address students' limitations and barriers utilizing various best practices, strategies and technological solutions to support student success. Will also develop and coordinate assistive technology services at the Hanford and Tulare Campuses.

Minimum Qualifications

Education and Experience

Any combination equivalent to:

- Bachelor's degree in Assistive Technology or Special Education or related field from an accredited institution **and**
- one years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment **and**
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Experience managing a student service program related to students with disabilities and/or a Master's degree is highly desirable.

Licenses and Other Requirements

- Valid 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.

Representative Duties

- Supervise and oversee the activities of the ATC; develop and coordinate assistive technology services for the Hanford and Tulare Campuses.
- Plan, coordinate and directly implement program activities and services to support the areas goals; participate in the formulation, development and implementation of appropriate policies and procedures for the ATC.
- Communicate with instructors, administrators, other staff and outside agencies to coordinate and implement program expectations and exchange information regarding the services available to address students' limitations and barriers.
- Develop, monitor and implement an outreach program for the ATC; conduct informational workshops regarding programs and services; participate in outreach activities to promote services available.
- Provide technical information and expertise to students, instructors and others; work with students, instructors, and staff to understand student's academic needs and progress; demonstrate and assist student with the use of specialized equipment and materials.

- Conduct various assessments and use evaluative tools to determine the most appropriate technology solutions and strategies for student success. Research and evaluate new technologies to meet student's needs.
- Provide individual and group assistive technology training to student with disabilities.
- Develop and facilitate special classes related to adaptive and assistive technology and student success.
- Provide direct consultation to staff and faculty regarding adaptive and assistive technological solutions for students.
- Provide guidance and direct support on matters related to ADA and 508 compliance.
- Work with the office of Technology Services to maintain AAC and ATC computers, equipment and software; manage inventory of assistive technology devices.
- Oversee and coordinate the processing of a variety of documents and reports; maintain various records and files.
- Develop and generate statistical data and reports related to the Center; collaborate closely with the office of Technology Services to ensure proper data collection and reporting.
- Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve Center's practices, processes and procedures.
- Manage, direct and evaluate the work of assigned academic and classified support staff; recommend for employment, direct the assignment of, and provide leadership to all assigned staff.
- Prepare, monitor, and recommend an annual budget for the High Tech Center components of the college and approve and monitor fiscal expenditures for all programs within the areas of responsibility.
- Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve the operations and programs of Student Services.
- Work cooperatively with District staff, coordinators, managers and administrators to achieve established goals and objectives for all programs within the areas of responsibility.
- Chair or serve on various college committees and participate in professional organizations as appropriate.
- Direct and participate in the preparation of grant proposals for external funding.
- Prepare and present governing board matters, reports, and action items related to areas of responsibility.
- Coordinate program review and program planning for areas of responsibility; participate in and support the accreditation process.
- Represent the District at State-level activities related to Student Service Operations.
- Establish work standards and ensure good customer service is provided by all unit staff members; facilitate staff training in customer service, team building, conflict resolution, communication skills and other areas relative to the functions of student services.
- Assume other duties normally associated with management.

Employment Information

- Salary is at Range M-12 (\$61,302 - \$90,572 annually).
- Annual salary increase (Steps A through I).
- Minimum 5% increase if promotion.
- Medical/dental/vision insurance program for employee and dependents.
- Retirement.
- Employee life insurance (\$100,000) is provided.

Screening Procedure

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. 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 which must be received by Human Resource Services on or before the application deadline,

October 5, 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

LindaRei@cos.edu

(559) 730-3867

Position 5088-m-03-15

College of the Sequoias CCD

915 S. Mooney Blvd.

Sequoia Building, Room 5

Visalia, CA 93277-2234

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."