



CUESTA COLLEGE (CA)
invites applications for the position of:

Director of Disabled Student Programs and Services (DSPS)

SALARY: \$38.87 - \$47.24 Hourly
\$6,737.00 - \$8,189.00 Monthly
\$80,844.00 - \$98,268.00 Annually

OPENING DATE: 11/01/16

CLOSING DATE: 12/02/16 11:59 PM

JOB DESCRIPTION SUMMARY:

DEFINITION

Under general direction of the Dean of Student Services, the Director of Disabled Student Programs and Services (DSPS) is responsible for the leadership, planning, directing and supervising the unit, serving as spokesperson for Disabled Student Programs and Services, providing services to students and performing other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Disabled Student Programs and Services is a management position that is 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, 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.

ESSENTIAL FUNCTIONS & QUALIFICATIONS:

ESSENTIAL FUNCTIONS

- Plan, develop, direct, supervise, implement, and evaluate all aspects of Disabled Student Programs and Services;
- Communicate program information to the district at large and collaborate with divisions and departments to ensure appropriate student accommodations;
- Conduct intake interviews with students and evaluate documentation for program eligibility in accordance with Title V and District policy; 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;
- Facilitate the identification of curricular needs and assist in DSPS course curriculum development;
- Direct scheduling of all DSPS classes and monitor faculty loads;
- Ensure district compliance with local, state, and federal regulations regarding student access to facilities and instructional programs;
- Initiate, compile, and maintain all DSPS related records and data required by the Chancellor's Office and other official regulatory agencies;
- Provide direct services to DSPS students as needed;

- Prepare all DSPS planning documents with identified program objectives, student learning outcomes, and assessments;
- Develop and monitor DSPS budgets;
- Approve expenditures of general fund, categorical and Foundation funds for DSPS;
- Coordinate with the Foundation to promote contributions to endowments and annual gifts for DSPS;
- Ensure compliance with local, state, and federal expenditure guidelines;
- Research and develop grant funding sources;
- Hire, train, supervise and evaluate all permanent and tenured DSPS personnel;
- Provide support to DSPS staff in the hiring, training and supervision of short-term temporary and student employees;
- Recruit, train, and oversee program volunteers;
- Serve as program liaison to community agencies and educational institutions;
- Regularly convene the DSPS Advisory Committee;
- Lead the planning and implementation of the annual Disabilities Conference;
- Serve on District standing committees such as the Student Support and Success Committee;
- Develop public information for on/off campus dissemination;
- Provide leadership for DSPS student outreach activities;
- Maintain awareness of local, state, and federal trends for use in forecasting services and instruction;
- Provide for district, faculty and staff professional development;
- Represent the district in regional and statewide professional organizations and activities, professional conferences, workshops and webinars;
- Research and implement new technologies for the delivery of DSPS services such as website development and database management; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

Required

- ***One of the 5 following qualifications:***

- (1) Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, or
- (2) Possession of a master's degree, or equivalent foreign degree, in 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
- (3) A master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and
 - (A) 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
 - (B) the equivalent, in one or more of the following;
 - (a) Counseling or guidance for students with disabilities; or
 - (b) 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
- (4) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:
 - (A) Learning disabilities;
 - (B) Developmental disabilities;
 - (C) Deaf and hearing impaired;
 - (D) Physical disabilities; or
 - (E) Adapted computer technology; or
- (5) Possession of a master's degree; and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

AND all candidates must have:

Two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

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

Experience:**Required**

- Demonstrated knowledge of ADA and other legal requirements for community college students with disabilities;
- Budget management;
- Direct service to disabled students.

Preferred

- Community College service to disabled students, including learning disabled students and deaf and hard of hearing students.

Knowledge of:

- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Assess needs and provide appropriate programs and services for students with disabilities as well as the general student population;
- Manage a categorical budget;
- Work with interruptions, frequent deadlines, and multiple assignments simultaneously;
- Coordinate services with Student Success Centers/ and other district support services available such as: EOPS and Veterans;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):**Required**

- Valid driver's license and eligible to obtain California driver's license upon hire.

ADDITIONAL INFORMATION:

Required Documents: Candidates will be required to submit a cover letter, resume, reference list and unofficial transcripts when applying for this position. Your reference list must include five (5) individuals who can provide a professional reference addressing your supervisory, training, and planning skills. Please include contact information and indicate your professional relationship with each individual. These individuals will not be contacted unless you are a finalist for this position.

Completed applications and supporting documents must be submitted **by the closing date for this position**. LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

San Luis Obispo County Community College District ("Cuesta College") is an equal opportunity employer committed to nondiscrimination on the basis of race, ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, marital status, medical condition, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), age, disability (physical and mental), genetic information, military and veteran status, or any other characteristic protected by applicable federal and state law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Reasonable accommodations will be provided for applicants with disabilities who self-disclose. Cuesta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

In compliance with California law, all prospective staff and students are entitled to read the Annual Security Report, published each October by the Cuesta College Department of Public Safety. This report contains information about our emergency and crime reporting procedures, as well as crime statistics for the past 3 years. You may request a copy of this report at one of our two Public Safety Offices: on SLO campus at Building 6600A or on North County Campus at building N1035, during campus business hours. You may also access the complete text of this report at the following website address:

http://www.cuesta.edu/student/findingway/public_safety/clery_act.html

INTERVIEW PROCESS INFORMATION:

Selected applicants will be required to attend an interview and possible presentation on Thursday, December 15, 2016.

Second interviews will be held on Friday, December 16, 2016.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cuesta.edu/departments/nonacademics/humanresources/index.html>

P. O. Box 8106
San Luis Obispo, CA 93403
(805) 546-3129

jobs@cuesta.edu

Position #FY1617-32
DIRECTOR OF DISABLED STUDENT PROGRAMS AND SERVICES
(DSPS)
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