

TITLE: Dean, Disabled Students Programs and Services

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 31

SCOPE OF POSITION:

Under the direction of the Vice President, Student Services/Assistant Superintendent, plan, organize, and direct District-wide instructional operations and activities of assigned special programs within student services; provide for the administration of Title IX policies and adjudications; coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs to enhance the educational effectiveness of assigned management, instructional subject areas; supervise and evaluate the performance of assigned management, faculty and staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, organizes, and directs District-wide instructional operations and activities of special programs within student services; establishes and maintains assigned special programs time lines and priorities; ensure that special programs and student conduct activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures; represents the District in the development of policies and regulations at the regional and State level.
2. Conducts Title IX sexual assault investigations and prepares related recommendation reports; provides information to District Police; consults with District's legal counsel on matters of sexual misconduct; and maintains compliance files and Title IX records.
3. Supervises instructional program of assigned student services special programs including curriculum, scheduling and instruction; conducts investigations and prepares recommendations related to Americans with Disabilities Act (ADA) complaints for students.
4. Oversees the tenure review process for the assigned student services programs; coordinates tenure teams, meetings, class observations and timely completion of required documentation.
5. Serves as a member of the critical response teams including the Crisis Intervention Resource Team, Threat Assessment Team and Employee Crisis Assessment Team.
6. Collaborates with faculty on curriculum development and review, including the development and assessment of student learning outcomes; develops schedule of classes and monitors enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommends course amendments and curriculum changes; collaborates with Admissions and Records to develop registration procedures for assigned student services special programs in compliance with State and Federal regulations.
7. Coordinates and directs educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of assigned instructional subject areas; directs the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develops the Program and Resource Planning Process (PRPP) report for program review and resource planning and prioritization.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Supervises and evaluates the performance of management, faculty and classified staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates management, faculty and staff work assignments and schedules and reviews work to ensure compliance with established standards, requirements and procedures.
9. Administers and monitors instructional programs and courses to ensure compliance with established curriculum standards and requirements; directs and participates in the development, analysis, implementation and enhancement of curriculum standards; coordinates activities and staff development functions to enhance faculty and staff understanding of curriculum standards and requirements, instructional strategies, disability compliance, Title IX compliance, and crisis management.
10. Coordinates and directs communications, programs, services, activities and information between faculty, staff, businesses, educational institutions, external organizations, students, the public and various local, State and Federal agencies; receives, reviews, facilitates and ensures proper and timely resolution of student, staff, faculty, management and program issues, and complaints.
11. Provides consultation and technical expertise to students, staff, faculty, and others concerning assigned student services special programs and student conduct operations and activities; responds to inquiries and provides detailed and technical information concerning assigned programs, departments, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
12. Develops and prepares the budget for the instructional and student service operations, activities, departments and programs of assigned instructional and student service areas; analyzes and reviews budgetary and financial data; authorizes expenditures and conference requests in accordance with established limitations; researches, obtains and maintains grants and other funding sources; maintains compliance with grant and categorical funding requirements.
13. Provides technical information and assistance to the Vice President, Student Services/Assistant Superintendent regarding instructional and student services, activities, needs and issues; participates in the formulation and development of policies, procedures and programs.
14. Represents the assigned student services special programs to the campus community, with other agencies and in the community; prepares and delivers oral presentations concerning assigned student services special programs courses, services, needs and issues.
15. Serves as a building safety leader for planning and during emergencies related to the safety and evacuation of persons requiring assistance; participate in emergency response and crowd management.
16. Serves as an area safety manager during student and public demonstrations in coordination with District Police and other managers.

KNOWLEDGE OF:

1. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
2. Preparation of grant proposals, contract and subcontracts.
3. Interpreting and enforcing faculty and classified bargaining contracts.
4. Program review and evaluation processes.
5. Curriculum and program development.
6. Educational trends, accreditation standards and State-wide initiatives.

KNOWLEDGE OF – Continued

7. Current circuit court decisions related to ADA and Title IX.
8. Title 5 and local, State and Federal laws and regulations applicable to assigned student services special programs and student conduct.
9. Investigative techniques, trauma-informed interviewing techniques and legal references such as standards of proof/evidence.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Principles and practices of administration, supervision and training.
13. Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

1. Lead and implement strategic planning.
2. Advocate for the District's student services and programs.
3. Utilize investigative skills including use of social media, interviewing techniques, internet searching, surveillance and collaboration with law enforcement.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Direct the maintenance of a variety of reports, records and files related to assigned activities.
7. Effectively train, supervise and evaluate assigned staff.
8. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.