

TITLE: Manager, Disabled Students Programs & Services

CLASSIFICATION: Management Team – Classified Supervisor (Categorically Funded)

SALARY RANGE: 17

SCOPE OF POSITION:

Under the direction of the Dean, Disabled Students Programs & Services, coordinate, oversee and implement the operational activities of the Disability Resources Department's services and programs at Santa Rosa and Petaluma campuses; ensuring compliance with Federal regulations: train, supervise and evaluate performance of assigned staff; implement Program activities in accordance with California Department of Rehabilitation (DOR) regulations and contracts between the District and DOR. The position will serve as the designee for the Dean in the Dean's absence.

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. Coordinate key resources of the District associated with disabled students programs and services: College to Career, Access Technology Center, accommodated testing.
2. Oversee and coordinate marketing and outreach services to promote the Disability Resources Department and internship and employment opportunities at the District and in the community for students with intellectual disabilities participating in Programs; provide leadership in developing and implementing a flexible program model that responds to student needs.
3. Collaborate with department faculty and staff in the development and implementation of procedures, forms and materials related to access for students with disabilities
4. Develop and submit contract proposals, progress reports, contracts and program success measures to the California DOR; manage and maintain College to Career student enrollments in compliance with funding partner requirements.
5. Train, evaluate and supervise assigned staff including student employees; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Perform problem solving and crisis intervention; address and resolve conflicts, and student and faculty issues related to accommodations for students with disabilities; provide crisis intervention referrals through cooperative arrangements with other resources at the District or in the community.
7. Plan and implement the Program budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; develop and maintain methods of fiscal control over the program.
8. Publicize Programs to local high school special education programs and other County programs, make presentations, maintain webpages and social media outlets and develop and distribute outreach materials.
9. Prepare and maintain narrative and statistical reports, records and files related to personnel and assigned activities; ensure proper maintenance and reporting of Program data.
10. Provide technical information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
12. Serve as advocate and liaison for students with business community. Design and implement Special Program Advisory Board meetings, correspondence, planning, and follow-up.

KNOWLEDGE OF:

1. Current theory, practice and legislation regarding persons with disabilities.
2. County and State agencies providing services to persons with disabilities.
3. Research methods to support program development and evidence-based practice.
4. Principles and practices of supervision and training.
5. Applicable laws, codes, regulations, policies and procedures.
6. Interpersonal skills using tact, patience and courtesy.
7. Oral and written communication skills.
8. District policy and procedures.

ABILITY TO:

1. Train and evaluate the performance of assigned staff.
2. Work effectively with individuals with disabilities.
3. Organize and prioritize Department needs.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Maintain records and files.
13. Prepare comprehensive narrative and statistical reports.
14. 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:

Bachelor's degree in psychology, special education or other related field.

Experience:

Increasingly responsible leadership experience working with students with disabilities. Previous experience working in an educational environment is preferred.