

**TITLE: Manager, Disabled Students Programs & Services**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 14**

**SCOPE OF POSITION:**

Under the direction of the Dean, Disabled Students Programs & Services, plan, organize, and manage all special programs in the Disabled Students Programs and Services area, including; College to Career, Access Technology Center, Accommodated Testing, and the Petaluma Campus; manage resources of the District associated with the daily operations of the department in supporting students; train, supervise and evaluate the performance of assigned 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. Coordinate resources of the District associated with access technology, accommodated testing, the College to Career program, and the Disability Cultural Center, for new and returning students.
2. Assists prospective students and parents with questions, and resolving issues related to their DSPS accommodations and services.
3. Coordinate programs that emphasize supporting disproportionately impacted populations; College to Career, Transition to College, and Jumpstart.
4. Manage staff and activities related to the Disability Cultural Center; manage resources and collaborate with organizations providing support for disabled students; maintain and further develop partnerships with community agencies; respond to crises related to accommodations services; develop and implement communication protocols, services, and programs that support the success of disabled students.
5. Ensure compliance with local, state, and federal laws and guidelines, including applicable sections of the Education Code and Title 5 as it applies to DSPS regulations. Monitor changes in education code, regulations, and technology that may affect District or departmental operations; implement policy and procedural changes.
6. Train, supervise, manage and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; ensure proper team coverage for office operations.
7. Provide technical expertise, information, and assistance to the Dean regarding assigned functions; assist in formulating and developing policies, procedures, and programs; provide expertise, direction, and implementation of new technology for the Access Technology Center.
8. Plan, organize and implement long and short-term programs and activities to develop assigned programs and services.
9. Direct the preparation and maintenance of narrative and statistical reports.
10. Communicate with faculty, staff, students, and external organizations to coordinate activities and programs, resolve issues, and exchange information.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. Assist in developing and preparing the budget for the DSPS department; analyze and review budgetary and financial data; authorize expenditures by established limitations.
12. Participate in cross-constituent committees that are pertinent to the success of disabled students.
13. May provide support to the Title IX Deputy Coordinator.

**KNOWLEDGE OF:**

1. Accreditation standards related to student placements and other student services.
2. Program review and evaluation processes.
3. Budget preparation and control.
4. Oral and written communication skills.
5. Principles and practices of administration, supervision, and training.
6. Interpersonal skills using tact, patience, and courtesy.
7. Current educational technologies, mainly related to student support services.
8. Applicable laws, codes, regulations, policies, and procedures.

**ABILITY TO:**

1. Demonstrate sensitivity to and respect for a disabled and diverse population.
2. Collaborate effectively with diverse students, faculty, staff, and community members.
3. Train, supervise, and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret State and federal laws and regulations; ability to apply and explain rules, regulations, policies, and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assign office equipment.
8. Analyze situations accurately and adopt a practical course of action.
9. Learn and apply new technologies.
10. Meet schedules and timelines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of various reports, records, and files related to assigned activities.

**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.

*Experience:*

Increasingly responsible leadership experience in implementing student services in an educational environment. Experience in supporting disabled students with accessing necessary support services that impact the retention and persistence.