

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**DISABLED STUDENT PROGRAMS & SERVICES (DSPS) DIRECTOR  
RANGE 15**

**MANAGEMENT CLASS SPECIFICATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, assume management responsibility for the planning, development, direction, supervision, and evaluation of the Disabled Student Programs & Services (DSPS) program area.

**MANAGEMENT RESPONSIBILITY**

The DSPS Director is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of assigned Dean or other administrator of record, is responsible for the satisfactory completion and/coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. This position involves direct collaboration with administrators, faculty, staff, outside agencies, and the general public in planning and directing goals related to the DSPS program objectives. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide leadership, plan, organize, manage, and direct the DSPS program operations and activities for students with physical, communicative, psychological, and learning disabilities; provide overall direction and guidance of day-to-day operations of the DSPS program; perform a full range of general administrative responsibilities.
2. Facilitate the management of DSPS instructional and student services components including Learning Skills, Adaptive Physical Education, Computer Application Systems, Psychology-Counseling Curriculums, and the Disabled Student Resource Center (DSRC); work with faculty to determine course offerings each term.
3. Directly supervise the daily operations, staffing, and services offered through the Disabled Student Resource Center, including academic, career, and personal counseling, individual and group orientation, and necessary support services (e.g. testing accommodations, hi-tech Lab, readers, sign language interpreters, provision of adaptive equipment and special materials for students with disabilities, etc.).

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4. Manage the development and implementation of long- and short-range goals, objectives, and priorities for the DSPS programs; coordinate and participate in the development of new programs and services; recommend and administer policies; oversee the procedures and practices that guide the program to ensure compliance with Federal and State laws as well as District policies.
5. Conduct ongoing program review; evaluate the effectiveness of programs and services; coordinate with Office of Institutional Research to develop and implement appropriate assessments and for data collection/interpretation; provide leadership in gathering and interpreting data for staffing and planning for DSPS programs.
6. Work in collaboration with the instructional administrators to manage the schedules of faculty and staff.
7. Manage all aspects of the DSPS budget; plan and develop DSPS budget including to forecast projections, salaries and benefits; monitor expenditures and operations including to provide purchasing oversight and accommodation costs according to Title V guidelines regarding allowable expenditures.
8. Actively advocate for the needs of students with disabilities throughout the campus.
9. Determine appropriate accommodations for students with disabilities in collaboration with faculty.
10. Educate faculty and college divisions to ensure that students with disabilities are provided appropriate accommodations in a timely manner.
11. Facilitate college staff development and in-service training for faculty and staff regarding the special needs and reasonable accommodations for students with disabilities.
12. Responsible for program accountability and reporting including student information and data systems.
13. Maintain liaison with the Department of Rehabilitation, the State Chancellors Office, and local community agencies related to disability issues.
14. Represents DSPS on appropriate college committees.
15. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
16. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Methods and techniques of leadership and management.
2. Principles and practices of program development and administration.
3. Principles and practices of budget preparation and administration.
4. Principles of supervision, training, and performance evaluation.
5. Operations, services, and activities of a comprehensive DSPS program in higher education.

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6. District and College organization, operations, policies, terminology, rules, programs, and objectives.
7. Program review, Student Learning Outcomes, and program evaluation processes.
8. Principles and practices of fiscal, statistical, and administrative research and report preparation.
9. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
10. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
11. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment including Sections 504 and 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Title V, and District regulations pertaining to the rights of students with disabilities.

**Ability to:**

1. Develop, coordinate, manage, direct, and provide effective leadership for DSPS programs and services.
2. Plan, organize, coordinate, and evaluate complex programs and projects.
3. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
4. Envision, develop, and maintain short- and long-term strategic initiatives related to area of assignment.
5. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
6. Provide leadership valuing learning and possess a strong awareness of the community college mission.
7. Provide effective coordination, supervision, encouragement, and support to students, faculty, and staff.
8. Demonstrate strong interpersonal skills with ability to motivate and empower faculty, staff, and students to succeed.
9. Analyze complex issues and facilitate collaborative problem solving.
10. Be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm.
11. Be an active and contributing member of the college mission and values including teaching, learning, diversity, and innovation.
12. Plan, organize, direct, and coordinate the work of assigned staff.
13. Select, supervise, train, and evaluate staff.
14. Prepare and administer an operational budget.
15. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
16. Coordinate assigned functions with other District and College departments as appropriate.
17. Interpret, apply, and explain District and College policies and legal regulations and requirements.
18. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
19. Conduct meetings and serve on committees.
20. Research, compile, analyze, and interpret information and data.
21. Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, state, and federal reports.
22. Communicate clearly and concisely, both orally and in writing.
23. Establish and maintain effective working relationships with those contacted in the course of work.
24. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience**

Must meet the minimum qualifications for a DSPS counselor or instructor, or for an educational administrator as set forth in Title V.

**DSPS Counselor Minimum Qualifications**

The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements:

- (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 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 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.

**DSPS Instructor Minimum Qualifications**

The minimum qualifications for service as a community college instructor of students with disabilities shall be satisfied by meeting the following requirement:

- (1) 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 (2) 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.

**Educational Administrator Minimum Qualifications**

Possession of a master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

**AND**

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

- (1) instruction or counseling or both in a higher education program for students with disabilities;

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- (2) administration of a program for students with disabilities in an institution of higher education;
- (3) teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or
- (4) 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.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. Some evening, weekend, and travel maybe required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**APPOINTMENT**

The Disabled Students Programs & Services Director shall be selected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on December 6, 2016  
Effective: December 7, 2016  
Job Family: Administrative, Academic Management