

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/DISABLED STUDENTS PROGRAMS AND SERVICES**

I. GENERAL RESPONSIBILITIES

Overall responsibility for the supervision and administration of all programs and services provided through Disabled Student Programs and Services, including all assigned personnel and all related records and reports. This position also supervises the Health and Wellness Center, Psychological Services, and performs other duties as assigned.

II. SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTITUTIONAL SERVICES

Overall supervision of Disabled Student Programs and Services, staff functions, and related activities that serve the instructional and student services needs of students who have disabilities. Reviews programs, services, activities and expenditures for compliance with applicable state and federal law, regulations and guidelines, district policy and procedure responsiveness to the needs of students with disabilities.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and adjustment of grievances of assigned classified personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with district policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personal, program-and staff-related complaints and resolving problems regarding student eligibility, acceptance, utilization of programs, and delivery of programs and services; interprets and recommends policies and programs to address students needs in areas of responsibility.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budget and assigned programs and functions; has substantial responsibility for reporting and accounting for categorical funding of programs and related reports, and major responsibility for seeking additional and alternative funding for programs and activities.

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PLANNING

Responsible for planning courses, develops new curricula and improves instruction, special events and programs, scheduling classes and work schedules in response to demand, and developing annual goals and activities for DSPTS.

III. ESSENTIAL FUNCTIONS

Supervised all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and classified staff assigned in the areas of responsibility; substantial responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy, and for submission of reports.

Resolves student complaints, problems, conflicts, and special needs to maximize performance and access to programs.

IV. REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a master's degree with specialization in instruction, counseling, or administration of programs for disabled individuals. **Desirable Qualifications:** At least two years of full-time experience or equivalent within the past four years working with disabled individuals in an educational setting; possesses the minimum qualifications to serve as a faculty member in a California Community College.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, supervise staff, analyze and apply laws, rules and regulations, build consensus and organize programs and services to meet changing needs.

Knowledge of California Educational Code: Title 5 Regulations; knowledge of federal and state legislation related to individuals with disabilities, e.g. Section 504, ADA, VTEA