Foothill-De Anza Community College District

Director, High Tech Center Training Unit

College: De Anza

POSITION PURPOSE

Reporting to the Dean of Special Education and Applied Technologies, plans, directs and coordinates all state-wide faculty and staff training and support of campus programs and special projects related to assistive computer technology. Develop the ADA on-line complaint and library access instructional resources for statewide community colleges and satellite centers. Coordinates and directs all HTCTU and Access-California Virtual Campuses (ACVC) activities, including budget management, staff supervision, evaluation, and resources allocation. Assures that instructional computer technologies support the success of students with disabilities in the areas of transfer, certification or acquisition of AA degree; and assures that the HTCTU meets the goals and objectives outlined in the grant agreement under which it operates.

NATURE and SCOPE:

The Director, High Tech Centers Training Unit supervises the High Tech Centers Training Specialist/Instructor, Technical Specialist, Administrative Assistant, and Clerical Assistant.

KEY DUTIES and RESPONSIBILITIES:

1. Work with the California Community Colleges Chancellor’s Office to develop and support state and federal policies, procedures and guidelines that define and direct the implementation of activities for Americans with Disabilities Act (ADA) Title II compliance.

2. Plan, supervise and direct training and support resources and services for faculty and staff located at 114 community colleges and satellite centers.

3. Plan, supervise, deliver, and evaluate the development of effective training for new and emerging assistive, instructional and alternate media production technologies.

4. Conduct major statewide needs/outcomes assessment of all HTCTU and ACVC activities and services. Report to the State Chancellor and the Board of Governors on outcomes achieved.

5. Supervise, provide work direction and evaluate the performance of HTCTU and ACVC staff.

6. Represent the California Community College Chancellor’s Office at various state and national conferences and forums.

7. Support, implement, and promote compliance with the District’s Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

8. Assure compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

EMPLOYMENT STANDARDS:

Knowledge:

2. Instructional design as it relates to training and instructional hardware/software.

3. Computer applications, O/S, network and Internet protocols.


5. ADA; 94-142; Title V; Special Education Code; Sections 504 and 508 of the Rehabilitation Act.


10. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.

3. Supervisory/Organizational/Time management/Problem solving/Management.

4. Team leadership and decision making skills.

5. Computer literacy.

6. Budgeting skills.

7. Presentation skills.

Education and Experience:

1. Bachelor's degree in a related field.

2. 5 years experience managing a High Tech Center.

3. DSP&S program director or related experience in a large, technically oriented rehabilitation facility preferred.

4. 1-3 year's experience in community college preferred.

Working Conditions:

Typical office environment

Date Approved:
Grade: H
EEO-Category: H11