POSITION PURPOSE

Reporting to the Dean of Faculty and Staff, provide vision and leadership in the planning, direction and administration of instructional programs and support services to ensure equal access and enhance the educational experience of all students, including students with disabilities. The division consists of the following departments: Disability Resource Center, STEP Program, Computer Access Center, Transition to Work Program, Community-Based Program, Adapted Physical Education, REACH Program, Health Services and Psychological Services.

NATURE and SCOPE

The Division Dean of Adaptive Learning and Disabled Services supervises all faculty and staff within ADL, health Services and Psychological Services.

This position is responsible for assigning teaching responsibilities to full-time faculty; completing a year-end DSPS report; evaluating certified and classified staff; distributing and initiating transfer of funds within the division; and approving requisitions for purchases.

KEY DUTIES and RESPONSIBILITIES

1. Provides vision and follow-through in meeting the educational needs of the community including students with disabilities.

2. Provides leadership and promotes the development of innovative support programs to meet the needs of a diverse student population.

3. Manages the coordination of all division programs including Health and Psychological Services.

4. Responsible for the administration and supervision of faculty, including non-teaching faculty, classified staff assignments, evaluations, teaching loads, recommendations for promotion, tenure, permanent employment, professional achievement award, or dismissal.

5. Responsible for allocation of resources and expenditures, administers division budget including categorical funds.

6. Collaborates with faculty, staff and administrators to ensure college compliance with both state and federal disability laws.

7. Prepares state and federal reports including quarterly and annual statistical reports.

8. Responsible for contract compliance and provide oversight to Health Services and Psychological Services.

9. Oversees the planning, development and preparation of class schedules (day and evening, on-campus and off-campus, weekend and summer) with appropriate lead faculty.

10. Collaborates with faculty to develop and revise curriculum to maintain currency and respond to diverse community needs.
11. Engages in program development pertinent to student and community needs and consistent with master plan.

12. Plan and implement marketing strategies to recruit students to programs and retention strategies to assure student success.

13. Develop and maintain positive relationships with off-campus organizations and community agencies and encourage participation in program development.

14. Coordinates and conducts divisional functions, meetings, ceremonies and retreats.

15. Apprise division staff of district policies and procedures.

16. Coordinates and conducts divisional functions, such as division meetings, retreats, etc.

17. Represents the college at appropriate meetings, conferences, community events and other activities.

18. Supports, implements, and promotes compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

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

20. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Diverse socioeconomic, cultural, disability, and ethnic mix of a college community.

2. Education Code, union contracts, federal and state regulations, two-year college systems.

3. State and federal disability laws.

4. State regulations and special education codes in Title V.

5. Knowledge of Family, Education Rights and Privacy Act (FERPA)

6. Public Health and Community Health Programs, OSHA, Universal Precautions procedures

7. Developing and administering complex budgets

8. Program and/or curriculum development.

16. Shared governance concepts and actions

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. Provide leadership and manage diverse personnel
3. Motivate people to high performance in seeking common goals.
4. Manage and resolve crisis and conflicts.
5. Collaborate and seek partnerships with external agencies and organizations and negotiate contracts.
6. Administer complex budgets efficient and effectively.

**Education and Experience:**

1. Master's Degree in Special Education or Master's degree plus at least two full years full-time experience or the equivalent within the last four years in one or more of the following fields:
2. Instruction or counseling or both in a higher education program for students with disabilities;
3. Administration of a program for students with disabilities in an institution of higher education;
4. Teaching, counseling, or administration in secondary education, working predominantly or exclusively in programs for students with disabilities;
5. Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.

**Working Conditions:**

1. Typical office environment

Date Approved: September 18, 2000; updated March 28, 2003
Grade: J
EEO-Category: H10