POSITION PURPOSE

Reporting to the Vice President of Instruction and the Vice President of Student Services, manages and coordinates all programs of the Applied Technologies Division; manages and coordinates all Special Education programs and services; oversees the planning of schedules, loads, and budgets; supervises the department heads and classified staff in carrying out the plans of the division, district and college policies; represents Special Education and Applied Technologies in all areas where resources are discussed and allocated; and leads the efforts to efficiently utilize resources.

NATURE and SCOPE

This position is responsible for evaluating certified and classified staff; distributing and initiating the transfer of funds within the division; allocating full time equivalents within the division; reviewing and recommending applications for Professional Achievement Awards and Professional Development Leaves; and approving requisitions for purchases and payment of invoices.

KEY DUTIES AND RESPONSIBILITIES

1. Formats and implements goals per division plan.
2. Manages, supervises, plans, evaluates, and reviews division functions.
3. Recruits, hires, evaluates, promotes relations and actives from staff and faculty; chairs staff meetings; disseminates information to all staff members.
4. Projects and administers budgets.
5. Develops and plans a marketing strategy for the division.
6. Serves as the District ADA Coordinator for employee-related issues; serves as the DSPS and 504 Coordinator for student-related issues.
7. Oversees the State DSPS accountability system; conducts in-service trainings on changes in State and Federal disability acts; ensures college compliance with State and Federal disability law.
8. Plans, develops, and monitors facilities and equipment needs of various programs.
9. Develops and revises curricula to meet student demand and need; seeks input from advisory committees; oversees the planning, development, and preparation of class schedules.
10. Maintains records; prepares State and Federal reports as required.
11. Develops and maintains ties with potential employers and donators; seeks private and public sources of funding for programs; cultivates a relationship with the community through advisory committees and groups.
12. Attends Division Deans’ meetings; represents the college and division at conferences; explains the program to visitors from other colleges and institutions.
EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, contracts such as: California Education Code, Title V, AB 1725, and State and Federal disability law.
2. Complete and full understanding of all applicable District and Foothill college procedures and policies.
3. External agency requirements for collaborative programs.
4. Personnel management.
5. 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 complex proposals and presentations.
3. Proven management skills.
5. Fund raising skills
6. Excellent supervisory and leadership skills preferred.

Education and Experience:

1. Advanced degree in a related field.
2. Hazardous material training preferred.
3. Experience with regulatory agencies preferred.

Working Conditions:

Typical office environment, subject to travel to conduct work.

Date Approved:
Grade: K
EEO-Category: H-11