Disabled Student Services Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate assigned Disabled Student Services (DSS) program in accordance with established laws and regulations; oversee the budget and monitor DSS and on-campus foundation funds; assure equal access to facilities, classes and programs.

REPRESENTATIVE DUTIES:

1. Identify, develop and provide appropriate adaptive support services for students with physical and sensory disabilities; assure programs meet State and federal mandates and guidelines for operations, records collection and maintenance; coordinate outreach and recruitment efforts.

2. Oversee DSS; monitor and coordinate decision-making processes for expending on-campus foundation funds.

3. Establish and implement program plans and goals; assess DSS program effectiveness.

4. Oversee, train and monitor program staff including part-time, contract and other staff; participate in the hiring of part-time instructors; evaluate and monitor program staff scheduling.

5. Interview potential new students and/or parents to determine student eligibility and acceptance into programs.

6. Establish program policies regarding acceptable student behavior; monitor student progress and accessibility issues; establish program goals and directions.

7. Develop, write and administer proposals for grants for the DSS programs.

8. Provide access to programs, classes and facilities for students with disabilities at the College.

9. Attend and conduct a variety of meetings; serve as a resource for disability related issues.

10. Coordinate campus and community educational program and in-service activities regarding legislation related to individuals with disabilities.

11. Prepare and maintain a variety of records, reports and files.

12. Operate a computer and other office equipment.

13. Interpret State and federal laws pertaining to disability services.

14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Federal, State and District laws and regulations governing educational and employment programs for individuals with disabilities.
2. Development and assessment of special education programs.
3. Budget preparation and control.
4. Special Education instructional materials, curriculum and methodology.
5. Clinical aspects of disabling conditions, including etiology, treatments and management.
7. Oral and written communication skills.
8. District organization, operations, policies and objectives.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a computer and assigned software.
11. Principles of training and providing work direction.

ABILITY TO:

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. Coordinate the DSS program in accordance with established laws and regulations.
3. Assess needs of students with disabilities and determine appropriate educational accommodations and strategies.
4. Coordinate with community agencies regarding serving the needs of individuals with disabilities.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain records and prepare reports.
8. Train and provide work direction to others.
9. Meet schedules and time lines.
10. Develop, apply and explain policies, procedures, rules and regulations.
11. Plan and organize work.
12. Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor’s degree in special education or related field and two years in program coordination, outreach and recruitment.

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting for extended periods of time.

DATE APPROVED: March 1, 1999
RANGE: N-54
EEO-CATEGORY: H-50