Program Coordinator, Senior-Disabled Student Services

BASIC FUNCTION:

Under the direction of an assigned supervisor, formulate and implement program plans and goals for off-campus Disabled Student Services and Programs (DSS&P); coordinate program planning, establish priorities and develop services and operational procedures.

REPRESENTATIVE DUTIES:

1. Formulate and implement program plans and goals for off-campus DSS&P; coordinate program planning, establish priorities and develop services and operational procedures.

2. Conduct community needs assessments and recommend appropriate course offerings; develop and coordinate quarterly schedule of classes for off-campus locations; review existing programs and course offerings and implement changes as needed; monitor program budget.

3. Research and assist in the preparation of new curriculum proposals; develop additional programs to meet various special needs.

4. Oversee and facilitate the recruitment and evaluation of part-time faculty; coordinate the assignment of part-time faculty for various sections.

5. Develop, organize and implement outreach activities to promote programs and services; conduct presentations as necessary.

6. Initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.

7. Coordinate and assemble State reporting and accountability data for Special Education division; administer the preparation of quarterly and annual State reports to determine categorical funding of the division.

8. Oversee the preparation and maintenance of DSS&P records, documents and other related reports to assure compliance with state and local guidelines; compile records for the division for on-site program evaluations as scheduled.

9. Oversee student intake and registration procedures for the division; determine and authorize eligibility into programs.

10. Operate a computer and assigned office equipment.

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Federal, State and District laws and regulations governing educational and employment programs for persons with disabilities.
2. Development and assessment of special education programs.
3. Budget preparation and control.
4. Special Education instructional materials, curriculum and methodology.
5. Oral and written communication skills.
6. District organization, operations, policies and objectives.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer and related office equipment.

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. Formulate and implement program plans and goals for off-campus DSS&P.
3. Coordinate program planning, establish priorities and develop services and operational procedures.
4. Train, supervise and evaluate personnel.
5. Assess needs of students with disabilities and determine appropriate educational accommodations and strategies.
6. Coordinate with community agencies regarding serving the needs of persons with disabilities.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain records and prepare reports.
10. Train and provide work direction to others.
11. Meet schedules and time lines.
12. Apply and explain policies, procedures, rules and regulations.
13. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in special education or related field and five 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-56
EEO-CATEGORY: H-30