FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Disability Access and Compliance Supervisor

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide overall direction and guidance for operations, problem-solving, and decision-making regarding the Disability Resource Center and the administration of disability service provision; provide work direction and guidance to other program personnel; evaluate assigned personnel; establish and monitor program budgets.

REPRESENTATIVE DUTIES:

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding the Disability Resource Center Distance and the administration of disability service provision; implement program policies and directives according to District, federal or State guidelines.

2. Supervise and coordinate the delivery of mandated academic support services; respond and resolve academic accommodation issues in a timely manner; supervise and coordinate all the technical specifications required for disability service provision including adaptive technology and alternative media.

3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.

4. Plan and coordinate in collaboration with the Dean of Faculty and Staff, Division Deans, and Program Coordinators the scheduling of on-going training for faculty and staff regarding Americans with Disabilities Act (ADA) and disability related topics.

5. Research, maintain, modify, and improve academic accommodations delivery systems and methods for students with disabilities.

6. Organize and facilitate meetings and give advice regarding compliance with ADA and Section 508 of the Rehabilitation Act of 1973 between administrators, faculty, staff, and students.

7. Liaison with outside agencies and medical professionals; perform community outreach activities.

8. Coordinate long-range planning and evaluation of service strategies and evaluate overall program performance on an on-going basis.

9. Keep current and research emerging trends in the field, including software available for students with disabilities to enhance retention and success; in consultation with the Computer Access coordinator and alternative media specialist make recommendations for purchase of adaptive software and equipment.

10. Coordinate the quarterly data collection and preparation of DSP&S state report for the California Community College Chancellor’s Office; prepare other relevant reports.

11. Disseminate disability related information to the campus community.

12. Assist in the development of department budget; monitor and approve expenditures according to established guidelines.

13. Establish and maintain communication with other Disability Resource Centers throughout the state; promote the program through presentations at local high schools and appropriate community agencies and organizations; attend meetings and conferences regarding disability service provision and other related topics.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Planning and coordinating the day-to-day activities of the Disability Resource Center.

2. Federal, State and District laws and regulations governing educational programs for individuals with disabilities.

3. Development and assessment of disability student programs and services.

4. Special Education instructional materials, curriculum and methodology.

5. Clinical aspects of disabling conditions, including etiology, treatments and management.


7. Policies, objectives and goals of a Distance Learning program.

8. Instructional technologies and equipment relevant to course delivery and service provision for individuals with disabilities.


10. Applicable laws, codes, regulations, policies and procedures related to assigned program.

11. Budget monitoring and control.

12. Oral and written communication skills.

13. Principles of and practices of supervision and training.


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. Provide overall direction and guidance to the operations, problem solving and decision-making regarding the program.

3. Implement program policies and guidelines.

4. Provide for program reporting and accountability.

5. Prepare comprehensive program reports and reviews.

6. Interpret, apply and explain rules, regulations, policies, and procedures.

7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.

9. Analyze situations accurately and adopt an effective course of action.

10. Meet schedules and time lines.

11. Work independently with little direction.

12. Plan and organize work.


EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in a related field, and three years related work experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information and make presentations.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read a variety of materials.

DATE APPROVED: August 31, 2006
RANGE: 5-56
EEO-CATEGORY: H-30