

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

COORDINATOR OF DISABLED STUDENT PROGRAMS AND SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by academic employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION:

This is a faculty position and is under the general direction of the appropriate Administrator, the Coordinator of Disabled Student Programs and Services shall be responsible for coordinating and facilitating the daily operations of Disabled Student Programs and Services; participating in ensuring program compliance with pertinent federal, state, local laws and regulations. The Coordinator is also responsible for program development and ensuring the highest quality of service to students.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Plans coordinates and facilitates all aspects of DSP&S activities as specified by state, federal and local statutes.
2. Reviews or provides for diagnostic assessment of students with disabilities (physical, communicative, learning, psychological, acquired brain injured) and determines eligibility for support services, and provides specialized advisement to students with disabilities as needed.
3. Prepares and implements required annual DSP&S plans within state, federal and local guidelines and assures compliance with a variety of state and federal laws, mandates and regulations applicable to educational opportunities and accessibility for students with disabilities.
4. Develops, coordinates and administers in conjunction with the appropriate administrator the DSP&S budget; monitors and controls expenditures; prepares and submits required state, federal and institutional fiscal and accounting reports.
5. Develops and solicits grants and other external funding sources for Disabled Students Programs and Services.
6. Maintains and develops, with the DSP&S faculty and staff, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs and services to DSP&S students.

7. Provides personal, social and academic counseling services to DSP&S students as needed in support of the DSP&S counseling faculty.
8. Develops outreach and recruitment programs for students with disabilities in the district service area.
9. Plans and implements procedures for identifying and informing potential students who may qualify for DSP&S services.
10. Oversees the advisement and counseling of disabled students enrolled in the program.
11. Maintains all records as indicated by state, federal and local statutes.
12. Liaison with social service agencies that primarily service disabled persons within the district service area.
13. Provides in-service training for community groups, faculty and staff to promote an awareness of the special needs of disabled students and to develop techniques for assisting these students.
14. Facilitates the coordination of assessment, academic/career planning and individualized instruction needed by students with disabilities.
15. Develops and distributes the Annual Report to the administration, DSP&S staff, and the Chancellor's Office.
16. Oversees the screening, selection, and training of tutors, interpreters, readers, note takers, High Tech Center Specialists, data entry and front office personnel, etc.
17. Maintains cooperative working relationships with state, county and community agencies that deal with disabled persons.
18. Act as Chair and Coordinator for the SBVC DSP&S Advisory Council.
19. Facilitates all services and activities for disabled students.
20. Oversees the development of curriculum and training materials for special classes, In-service education and community support service providers.
21. Performs other duties as assigned.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of

The use of educational technology for course delivery.
Conducting student outcomes assessment.
Teaching developmental courses (English, Reading, or Math) to adults.
Appropriate sections of Title 5 regulations, ADA laws and Education Codes applicable to DSP&S programs.
Knowledge of California Community College philosophy and mission.
Principles and techniques in counseling and guidance principles.
Principles and techniques in curriculum development, instructional theory and program evaluation
Academic requirements for community college and transfer institutions.
Principles, techniques and methods in student recruitment, retention, and orientation programs that serve students with disabilities.
Principles, techniques and methods of special and developmental needs of students with learning and physical disabilities.
Principles, and techniques in organization and supervision principles
Principles and techniques of budgetary management.

Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
Prioritize and execute a wide range of projects simultaneously.
Work independently, assume responsibility, and take initiative in carrying out assignments.
Communicate effectively both orally and in writing.
Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.
Work collaboratively with students, faculty and staff from diverse academic, cultural, ethnic and socioeconomic backgrounds.
Prepare narrative, numerical and statistical reports.
Maintain confidentiality.
Interpret federal and state regulations and policies relating to assigned programs .

Education/Training

Required Education and Experience:

1. Possession of a Master's degree, or equivalent, in the disability, special education, education, psychology, educational psychology, or rehabilitation counseling, including graduate study in the area of disability, to include, but not limited to Learning disabilities; Developmental disabilities; Deaf and hearing impaired; Physical disabilities; or Adapted computer technology; and
2. Two years of experience within the last four years or the equivalent in the management or administration of programs serving students with disabilities **OR** as a community college DSP&S counselor or DSP&S instructor, **OR** comparable

- experience in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: September 12, 2013