

Position: Dean, Student Accessibility & Wellness Services

Summary

Plans, supervises, assesses and evaluates services and programs in the Division which includes Disabled Student Programs and Services (DSPS) and Student Health Services. Plans and oversees programs and services for students with disabilities. The position also provides highly responsible and complex administrative support to the Vice President of Student Services.

Distinguishing Career Features

The Dean, Student Accessibility & Wellness Services reports to the Vice President, Student Services, and is responsible for collaborating with campus constituencies to develop and improve policies, programs, and services for students with disabilities and the holistic wellbeing of students. The Dean is responsible for the strategic direction and management of the programs and services in the Division. The Dean consults with the 504/508/ADA Officer to ensure that the District is in compliance in the provision of services, access, and use of facilities and electronic information for students with disabilities.

Essential Duties and Responsibilities

- Leads, plans, supervises, evaluates, and coordinates programs within the division for effectiveness, efficiency, and compliance with legal mandates and student success.
- Consults with the campus 504/508/ADA Compliance Officer. Interprets and implements 504/508/ADA administrative policies, rules, regulations and recommendations of the college for compliance in instruction, accommodations, facilities, and activities for students with disabilities.
- Collaborates with administration, faculty, and staff to develop and coordinate programs and services that integrate instructional and service strategies for student success.
- Leads, trains, supervises, and evaluates assigned staff. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Responsible for the preparation of the schedule of classes and proper staffing of classes, teaching assignments and class size; approves textbook adoption; and reviews course syllabi.
- Provides leadership in the development and assessment of course, program, and division Student Learning Outcomes (SLOs). Supervises curriculum and program reviews. Participates in technical curriculum committee reviews and program reviews.
- Responsible for insuring accuracy of print and online publications related to the area of responsibility.
- Provides leadership on behalf of Division employees for effectiveness in the teaching and learning process and in student success services and strategies. Initiates goals and objectives for the Division consistent with the mission of the District and participates in planning,

program development, program evaluation, and audits related to programs assigned as required by the District, State Chancellor's Office, and external agencies.

- Provides leadership in the new and emerging technologies that support student success.
- Responsible for maintaining files, records, facilities, and equipment in the Division.
- Certifies procedures for grade changes, late withdrawals, credit by exam, field trips, conference requests, and staff development activity requirements.
- Develops and monitors budgets and maximizes financial resources. Coordinates and administers DSPS budget according to state requirements and audit standards. Prepares mandated fiscal reports. Allocates funding for maximum effectiveness within legal guidelines.
- Supports a culture that promotes student wellness, expects innovation, cross cultural effectiveness, and improved services to support holistic student needs.
- Establishes working relationships with state agencies, local school districts, legal advocates, and community support programs to improve services to students.
- Reviews proposed and recent legislation affecting instruction and accommodation for individuals with disabilities and health services provided to students, communicates changes to administrators, and recommends policy and procedural adjustments.
- Gathers, organizes, and disseminates statistical data regarding services, accommodations and instruction for individuals with disabilities.
- Makes recommendations for current assistive technology and accessibility of technology resources.
- Participates as a member of the Crisis Assessment, Intervention, and Response (CAIR) Team.
- Provides leadership in accessibility in District way-finding signage and space and facilities planning.
- Participates in and supports the accreditation process.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Participates in community, state, and national organizations and meetings. Participates on committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned

Qualifications

Minimum Qualifications for Education and Experience

This position requires a Master's degree in rehabilitation counseling; OR Master's degree in special education AND twenty-four or more semester units in upper division or graduate level

course work in counseling, guidance, student personnel, psychology, or social work; OR Master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare AND either twelve or more semester units in upper division or graduate level coursework specifically in counseling or rehabilitation of people with disabilities OR two years of full-time experience or the equivalent in one or more of the following: (A) Counseling or guidance for students with disabilities OR (B) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities; OR Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education; OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent; AND fifteen semester units of upper division or graduate study in adapted physical education; OR Master's degree in speech pathology and audiology or in communication disorders AND licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California; OR Master's degree in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling AND fifteen semester units of upper division or graduate study in the area of disability, to include but not be limited to learning disabilities, developmental disabilities, deaf and hearing impaired, physical disabilities, or adapted computer technology; AND One year of formal training, internship, or leadership experience reasonably related to the administrative assignment in Disabled Student Programs and Services; OR Master's degree; AND One year of formal training, internship, or leadership experience reasonably related to the administrative assignment in Disabled Student Programs and Services; AND Two years of full-time experience, or the equivalent, within the last four years in one or more of the following fields: (A) Instruction or counseling or both in a higher education program for students with disabilities; (B) Administration of a program for students with disabilities in an institution of higher education; (C) Teaching, counseling, or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or (D) Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

This position requires professional knowledge of:

- Theories, principles, and practices associated with the assigned areas of responsibility.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Title 5, universal design, and all laws and regulations related to DSPTS.
- Learning and student success process, assessment, student learning outcomes, learning communities, effective learning processes with specialized populations and the application of technology in disabled student learning.
- Principles of functional leadership, training, and performance evaluation.

This position requires demonstrated skills in:

- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Organizing work and building an effective team to respond to disabled student and student health needs.
- Professional verbal and written communication and the preparation and presentation of material that is clear, well-documented, and/or persuasive as needed.

- Human relations/interpersonal relations and effective team-building and supervision.
- Developing and delivering formal presentations and conveying technical information to a wide variety of audiences.
- Effectively and sensitively working with a diverse student population and with specialized student populations.

Abilities

This position requires the ability to:

- Liaison and work closely with pertinent government agencies, community, staff, faculty, and administration in respect DSPS programs and services.
- Exhibit tact, courtesy, and patience with current and prospective students as well as colleagues.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills.
- Lead with integrity and accept responsibility.
- Be open to change and new DSPS methods.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others toward goal achievement.
- Direct and facilitate development of personal and team perspectives and develop and deliver training programs.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness, and for the core values of the institution.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of a primarily sedentary nature and the ability to move to various work locations on and off-campus.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- Read and recognize printed materials, and view computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Board Approval: February 5, 2020