

Job Description

JOB TITLE: DSPS Coordinator, Disabled Students Programs and Services (195 Day Contract)
LAST REVISED: APRIL 2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under the administrative direction of the Dean of Student Services, the DSPS Coordinator is responsible for coordinating the District's educational and support services for students with disabilities, assuring compliance with applicable federal and state laws and regulations, and performing other related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, coordinates, and facilitates all aspects of DSP&S as specified by federal, state and local requirements: Counseling and Support Services; Learning Opportunity Center; Alternate Media; and Assistive Technology.
2. Prepares and implements DSP&S program plans and reports as required, ensuring compliance with laws, mandates and regulations.
3. Coordinates with DSP&S faculty and staff to provide effective assessment, orientation, counseling, academic/career planning and educational programs and services to DSP&S students.
4. Reviews or provides for diagnostic assessment of students with disabilities (physical, communicative, learning, psychological, acquired brain injured); determines eligibility for support services; and provides specialized advisement to students with disabilities as needed.
5. Assists with the administration of the DSP&S budget; monitors and controls expenditures; prepares and submits required state, federal and institutional reports.
6. Solicits for and develops grant applications and other external funding sources for DSP&S.
7. Provides personal, social and academic counseling services to DSP&S students as needed in support of the DSP&S counseling faculty.
8. Monitors student progress and program records and procedures.
9. Plans and implements procedures for identifying and informing prospective students who may qualify for DSP&S services and coordinates outreach and recruitment efforts.
10. Maintains cooperative working relationships with and serves as liaison to relevant state, county and community agencies.
11. 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.
12. Maintains currency with trends and developments in the field through appropriate literature, conferences, regional meetings, professional organizations, and other information sources
13. Serves on college committees and advocates on behalf of students with disabilities.
14. Facilitates campus awareness of disability related issues.
15. Serves as liaison with the college administration, faculty, and staff regarding DSP&S issues.
16. Assists instructors in accommodating the academic needs of DSP&S students.
17. Collaborates with instructional and counseling faculty and staff and with other college programs to support student success.
18. Coordinates the activities of academic, classified, and student personnel assigned to the DSP&S Program.
19. Oversees the screening, selection, training, and evaluation of tutors, interpreters, readers, and note takers.

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20. Assists with the hiring, selection, supervision, training, and evaluation of classified staff as assigned in accordance with college policies and collective bargaining agreements.
21. Serves as chair of the Sierra College DSP&S Advisory Committee.
22. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

ESSENTIAL:

1. Must meet one of the following qualifications to serve as a community college counselor for students with disabilities under (a) through (d) AND have two (2) years full time experience or the equivalent within the last four (4) years in one or more of the following fields: instruction or counseling or both in a higher education program for students with disabilities; administration of a program for students with disabilities in an institution of higher education; teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or 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:
 - (a) Possess a master's degree, or equivalent foreign degree, in rehabilitation counseling; or
 - (b) Possess a master's degree, or equivalent foreign 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
 - (c) A 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 course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following:
 - (A) Counseling and/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
 - (d) Possess a combination of education and experience that is at least the equivalent to the above. Candidates making an application on the basis of equivalency must submit an Application for Equivalency in addition to all other required materials.
2. Must have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

DESIRABLE WORK EXPERIENCE:

- Instruction and/or counseling in a higher education program for students with disabilities; and/or
- Teaching, counseling, or administration in secondary education, working with students with disabilities; and/or
- Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities related to persons with disabilities.

KNOWLEDGE OF:

- The Americans with Disabilities Act, Rehabilitation Acts 504 and 508, Title V Regulations for Disabled Students Programs & Services regulations and policies governing DSP&S and other disability related programs.
- Needs of college students with diverse backgrounds, abilities, and interests.
- Community resources, organization and functions.
- Interviewing and counseling techniques.
- Accounting, budgeting and fiscal record keeping and reporting practices.
- Office organization and management.
- Computerized information systems.
- Grant application and administration procedures.
- Principles of supervision and training.

ABILITY TO:

- Plan, organize, coordinate and direct the provision of DSP&S and other disability related programs.
- Develop and administer program budgets.
- Analyze, interpret and apply laws, regulations, policies and procedures.
- Understand and relate to the needs of DSP&S students.
- Prepare technical correspondence, reports, applications and documents.
- Work effectively and collaboratively with a variety of individuals.
- Analyze and evaluate DSP&S student difficulties and adopt an effective course of action.
- Mobilize and retain the cooperation of various community groups for DSP&S services.
- Speak in front of large groups
- Explain DSP&S concepts in a clear, logical and concise fashion.
- Supervise, train and evaluate staff.

PHYSICAL REQUIREMENTS:

Position requires moderate lifting, bending and reaching, above the shoulders, sitting or standing for extended periods of time, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.