Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based comprehensive continuing and community education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, gain employable skills, prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and Literacy Programs), English as a Second Language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of community education courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills and financial planning.

SCE serves 40,000 students annually, ranging from preschoolers to seniors, at three campus locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as 100 off-campus locations. Accredited by the Accrediting Commission on Schools division of the Western Association of Schools and Colleges and part of the California Community College System, all SCE courses are approved by the State of California. More information on SCE programs can be found at www.sce.edu. NOCCCD’s School of Continuing Education – Change. Cultivated.

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

For further information about the position contact: Valentina Purtell – Dean, SCE Instruction/Student Services vpurtell@sce.edu

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu
DIRECTOR, DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)
SCHOOL OF CONTINUING EDUCATION (SCE) CYPRESS COLLEGE
Job #SCM999

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of a college vice president or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the development and provision of appropriate educational and support services to students with disabilities and ensuring compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

- Provide leadership in the administration, organization and development of college support services for students with disabilities (physical, communicative, learning, psychological, acquired brain injury); assure consistency of objectives, policies and procedures with those of the college and the District.

- Provide for diagnostic assessment of students with disabilities and assuring compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.

- Supervise the planning, development, and recommendation of new courses; review standing courses and recommend deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional program.

- Plan and coordinate services and course offerings; develop and prepare faculty schedules and room assignments; assist in the preparation of the catalogue and class schedules.

- Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations, and activities.

- Determine appropriate equipment and supplies for assigned programs in accordance with established policies; submit textbook lists and requests for supplementary materials, audio-visual and other resources; monitor and control inventories.

- Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer students with disabilities; maintain current knowledge of legislation and technology related to disabled students programs and services.

- Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

- Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.

- Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

- Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

- Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

- Perform related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the Director, DSPS may participate in the development and administration of supplemental grants related to assigned programs.

MINIMUM QUALIFICATIONS
Master’s degree from a regionally accredited institution AND one year of formal training, internship, or leadership experience reasonably related to the assignment.

DESIRABLE QUALIFICATIONS
Experience in teaching or counseling students with a wide range of disabilities, including intellectual disabilities and autism, preferably in a higher education environment.

- Increasingly responsible supervisory experience in the development and administration of programs for students with a wide range of disabilities, including intellectual disabilities and autism.

- Experience in acquiring grants and managing categorical budgets.

- Experience working with computer software and other technologies which are utilized in the provision of educational services to students with disabilities.

- Experience with local, state, and national policy advocacy.

- Demonstrated knowledge of noncredit education.

SALARY
The initial salary placement range is $94,889 - $120,064 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #SCM999 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be printed on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted