

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, Disability Support Services	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	September 13, 2022

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position provides leadership in the administration and development of an instructional, counseling, and student support services area; 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 assuring compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provide leadership in the administration, organization and development of college support services for students with disabilities (physical, communicative, learning, psychological, acquired brain injured); assure consistency of objectives, policies and procedures with those of the college and the District.
2.	Provide for diagnostic assessment of students with disabilities and determination of eligibility for support services; develop and implement plans and policies to facilitate and improve disabled students' services and programs; assure compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.
3.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommends the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional program.
4.	Develop and update program plans, goals and objectives, including staffing plans, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning.
5.	Work with faculty and staff to support the efforts of the program; plans and coordinates services and course offerings; develop and prepare faculty schedules and room assignments; assist in the preparation of the catalogue and class schedules; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
6.	Develop and prepare the annual preliminary budget for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, record and file regarding personnel, facilities, programs, operations, and activities.
7.	Determine appropriate equipment and supplies for assigned programs in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audiovisual and other resources; monitor and control inventories.
8.	Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer students with disabilities; maintains current knowledge of legislation and technology related to disabled students programs and services.
9.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
10.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding and appropriate staff development training.

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11.	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.
12.	Maintain current knowledge of diagnostic and 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.
13.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Perform related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Associate Dean I, Disability Support Services may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Associate Dean I, Disability Support Services maintains frequent contact with students, with various college and District personnel, and with representatives and service providers from the community and governmental agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience reasonably related to the assignment.

In addition, the Director serves as the designated DSPS Coordinator and must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414 (a) through (d) OR meet the minimum qualifications for an educational administrator set forth in Section 53420 AND in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

1. Instruction or counseling or both in a higher education program for students with disabilities;
2. Administration of a program for students with disabilities in an institution of higher education;
3. Teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities;

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4. 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.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Experience in teaching or counseling students with disabilities, preferably in a higher education environment.

Increasingly responsible supervisory experience in the development and administration of programs for students with disabilities.

Experience in managing categorical budgets and grants.

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

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, operations, policies and objectives
- Knowledge of state education code and Title 5 requirements
- Knowledge of federal and state laws and regulations related to students with disabilities
- Knowledge of research project policies, procedures and practices, including data collection and analysis
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of record keeping procedures
- Knowledge of budget preparation and maintenance
- Knowledge of appropriate software and databases
- Ability to interpret, apply and explain rules, regulations, policies and procedures
- Ability to assess, analyze, implement and evaluate research project activities
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan, organize and prioritize work
- Ability to meet schedules and time lines
- Ability to work independently with little direction
- Ability to understand and follow oral and written directions
- Ability to communicate efficiently both orally and in writing
- Ability to supervise, train and provide work direction to others
- Ability to establish and maintain effective working relationships with others

**SPECIAL REQUIREMENTS**

None

**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.

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