

Rio Hondo College
Announces an opening for



**DIRECTOR OF
DISABLED STUDENTS
PROGRAMS & SERVICES**

Full-time, 12 month
Educational Administrator
Position

Position Number: 11-81

Closing Date: October 27, 2011

Starting Date: January 2012



Office of Human Resources
3600 Workman Mill Road
Whittier, CA 90601-1699
(562) 908-3405
www.riohondo.edu
*AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER*

Position

DIRECTOR OF DISABLED STUDENTS PROGRAMS & SERVICES #11-81

SALARY

Management Salary Range 48
\$100,074-\$121,906/annually

MINIMUM QUALIFICATIONS

Experience: Two years 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 predominately or exclusively for 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 predominately or exclusively related to persons with disabilities;

And

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment if the experience above does not include administration. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

PLEASE NOTE:

Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an Evaluation Service prior to the closing date.

ESSENTIAL DUTIES

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate Disabled Students Programs and Services (DSPS); to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Student Affairs. •Provide leadership and direction and assume management responsibility for DSPS. •Manage and participate in the development and implementation of goals, objectives, policies, and priorities for DSPS; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures. •Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Student Affairs; direct the implementation of improvements. •Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities. •Plan, direct, coordinate, and review the work plan for DSPS; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures. •Manage and participate in the development and administration of the DSPS annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary. •Serve as a liaison for DSPS with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues. •Provide responsible staff assistance to the Dean of Student Affairs; prepare and present staff reports and other necessary correspondence. •Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to DSPS policies and procedures as appropriate. •Ensure that District policies and procedures are properly written and implemented and that they comply with applicable State and Federal laws and regulations. •Plan, organize, and conduct staff development and in-service training opportunities. •Oversee student records; ensure that records are complete and confidentially maintained. •Plan, coordinate, and conduct an external Community Advisory Committee to obtain input from community resources for planning and development of future DSPS programs. •Serve as consultant to the District regarding recommendations for implementation of universal accessibility standards. •Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and

serve its diverse community. •Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. •Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of disability programs. •Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. •Respond to and resolve difficult and sensitive inquiries and complaints. •Administer applicable collective bargaining agreements. •Coordinate and schedule all appropriate credit and non-credit DSPS offerings on the College campus and at off campus sites.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups. Operational characteristics, services, and activities of DSPS. Organizational and management practices as applied to the analysis and evaluation of DSPS, policies, and operational needs. Modern and complex principles and practices of DSPS program development and administration. Principles and practices of budget preparation and administration. Categorical funding principles and concepts. DSPS compliance principles and concepts. Principles of supervision, training, and performance evaluation. Pertinent Federal, State, and local laws, codes, and regulations, including services to students with disabilities within higher education. Safe driving principles and practices. **Skill to:** Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely. **Ability to:** Provide administrative and professional leadership and direction for DSPS . Recommend and implement goals, objectives, and practices for providing effective and efficient DSPS. Manage, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel. Select, supervise, motivate, counsel, train, and evaluate staff. Identify and respond to DSPS issues, concerns, and needs. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of DSPS goals. Research, analyze, and evaluate new DSPS service delivery methods, procedures, and techniques. Prepare and administer budgets. Prepare clear and concise administrative and DSPS reports. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to DSPS. Communicate clearly and concisely, both orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SUPERVISION EXERCISED

General oversight of personnel.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

- The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States.
- Successful candidate is responsible for verifying all prior work experience and providing all academic transcripts for purposes of salary placement.
- As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official Livescan agency.

Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for the position), or the interview, due to a disability, please notify the Office of Human Resources.

A copy of this announcement will be provided in Braille to visually impaired applicants upon request.

METHOD OF APPLICATION

A complete application will consist of:

1. District Application Form
2. Resume
3. Answers to Supplemental Questionnaire
4. Unofficial copies of Transcripts



SUPPLEMENTAL QUESTIONNAIRE

DIRECTOR OF DISABLED STUDENTS PROGRAMS AND SERVICES #11-81

Please note: It is your responsibility to make sure that all requested information is provided on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. THEREFORE, IT IS VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE. PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.

1. Please state your highest degree, and highlight the confirmed degree on your transcripts.
2. Please list any California Community College Credentials held.
3. Describe your full-time experience (or the equivalent within the last 4 years) in one or more of the following:
 - 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 predominately or exclusively in programs for students with disabilities;
 - d. Administrative or supervisory experience in industry, government, public agencies, military or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.
4. What is your knowledge of Federal, State, and local laws, codes and regulations pertaining to students with disabilities within higher education.
5. What is your educational knowledge and/or practical experience of LD, ABI, Physically Disabled, and other types of disabilities?
6. What is your knowledge of adaptive technology?
7. Do you possess or are you able to obtain a valid drivers license?
8. Do you have the ability to sit, stand, walk, crouch, stoop, squat, twist, climb and lift 20 lbs.?
9. Describe your training and/or experience that demonstrates your sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Please print your name