

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, DISABILITY RESOURCE CENTER

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.

DEFINITION

Plan, organize, direct and control the services to students with disabilities while assuring compliance with state and federal laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Dean Counseling/Matriculation, Counseling, Guidance & Career Development and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

1. Plan, organize, direct and control the activities, services and operations of the department; establish, implement and enforce departmental goals and objectives.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; allocate staff and resources to optimize efficiency and effectiveness; provide in-service training, technical direction and guidance; discipline personnel in accordance with established policies and procedures.
3. Interpret, apply and assure compliance with applicable laws, codes and regulations; remain current on applicable legislative decisions and developments.
4. Assemble, develop, monitor and control department budgets; purchase supplies and materials as needed.
5. Provide for diagnostic assessment of learning disabilities; determine eligibility for support services and provide specialized advisement to students with disabilities as needed.
6. Develop and formulate program goals and objectives as well as office policies and procedures to assure optimum efficiency, monitor expenditures and assure the maintenance of adequate audit trails.
7. Assure compliance with state and federal laws, mandates and regulations applicable to educational opportunities and accessibility for students with disabilities.
8. Direct and evaluate interpretation function operations to assure compliance with applicable laws, regulations and codes.
9. Communicate with District personnel and representatives of government agencies and professional organizations to coordinate services, refer students with disabilities and exchange technical information.

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10. Oversee and participate in the preparation of comprehensive and detailed reports related to the operational, budgetary and service activities for students with disabilities; approve department expenditures.
11. Develop and oversee the continuing education classes in Community Education and Adaptive Physical Education.
12. Oversee adaptive computer training center for students with disabilities including instructional classes.
13. Direct the maintenance of a variety of records and files regarding services provided, student progress, program budgeting and personnel.
14. Attend of variety of staff and District meetings; represent the District at regional and state meetings and conferences.
15. Participate in shared governance through service on planning and/or operations committees and task forces.
16. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Federal, state, local and District laws, regulations and policies governing individuals with disabilities.
- Populations of individuals with disabilities.
- Principles and practices used in students with disabilities activities and services.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.

Ability to:

- Plan, organize, direct and control the activities, services and operations of the Disability Resource Center.
- Provide technical expertise and guidance to District administrators concerning students with disabilities matters.
- Work with individuals with disabilities and resolve a variety of issues raised by them.
- Supervise, train and evaluate staff.

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Ability to:

- Read, interpret, explain and apply laws, codes, regulations and principles concerning individuals with disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers including word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years professional-level experience working with individuals with disabilities including two years in a supervisory or managerial capacity.

Education/Training:

Equivalent to a Master's degree from an accredited college or university with major coursework in education, counseling or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time.