



FOOTHILL-DE ANZA  
Community College District

## Office of Human Resources and Equal Opportunity Administrator Job Description

### DEAN, DISABLED STUDENT SERVICES AND VETERAN'S PROGRAMS

**DEPARTMENT:** Student Services

**COLLEGE:** Foothill College

**SALARY GRADE:** A2/A3 – I

#### POSITION PURPOSE:

Reporting to the Vice President of Student Services, the Dean, Disabled Student Services and Veterans Programs is responsible for organizing, administering, managing and evaluating comprehensive disabled student and Veteran's services, programs and delivery systems for Foothill College students and ensuring that the college's policies are in agreement with federal and State regulations. The Dean supervises the facility, operations, faculty and staff at the Adaptive Learning & Disability Services Center and the Veteran's Center.

#### NATURE and SCOPE:

The Dean, Disabled Student Services and Veteran's Programs supervises counselors, full-time faculty, part-time instructors, a supervisor, administrative support staff, and other classified staff.

This Dean, Disabled Student Services and Veterans Programs is responsible for planning, developing, organizing, and directing the Adaptive Learning and Disability Services department and Veteran's Resource Center. The position also develops and manages budgets, determines allocations, obtains approvals and submits required reports; analyzes and evaluates data for specific use; interprets and applies rules, regulations, policies and procedures to comply with District, state and federal regulations; prioritizes workloads and conflicting demands for faculty and staff; applies and enforces Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; determines academic accommodations and support services for students with disabilities; and works with community agencies that serve people with disabilities and Veterans to obtain support services for students.

#### KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Manage Adaptive Learning & Disability Services (AL&DS) Department faculty and staff, and Veteran's Resource Center faculty and staff; provide training and supervision, develop work plans and coordinate services.
2. Develop and manage complex department budgets; review and approve expenses and complete monthly reconciliations; interpret and implement regulations, guidelines, and reporting requirements of funding agencies.
3. Interpret federal (i.e. Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act), state (i.e. AB77, Title V), and District regulations pertaining to the rights of students with disabilities and develops procedures and practices to ensure compliance.
4. Work with department faculty and staff to determine appropriate accommodations for students with disabilities; work with faculty and departments to implement those accommodations in the instructional setting.
5. Supervise program components including learning disabilities assessment, computer center, and services for the hearing impaired.
6. Meet with students to assist with developing academic accommodations and resolve issues they are experiencing on campus.
7. Recommend policies and procedures necessary to ensure access to the programs of the college for students with disabilities.

8. Maintain liaison with community agencies and groups related to disability and Veteran's issues.
9. Develop and file periodic plans and reports with state Chancellor's office.
10. Select, supervise, direct and evaluate program staff, including faculty, classified, student workers, and volunteers.
11. Obtain special equipment, materials, and other classroom equipment for students with disabilities.
12. Prepare and provide in-service training to the college community on disabled student and Veteran's programs.
13. Establish and maintain accurate student and program records to satisfy District, state, and federal requirements.
14. Maintain a working knowledge of changing practices and legislation in the field of disability services and Veteran's programs.
15. Coordinate communications, programs, services, activities, and information between students, faculty, administrators, service providers, outside organizations, the public and various local, State, and federal agencies.
16. Lead or participate in all administrative meetings as required.
17. Research grant and other funding opportunities to supplement the needs of the program and meet the needs of students with disabilities and Veterans.
18. Work with faculty and classified staff to establish and evaluate student learning outcomes.
19. Work with program faculty and staff to establish and evaluate administrative unit outcomes.
20. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. District policies and procedures.
2. California Education Code.
3. District safety procedures.
4. Budget and finance.
5. Federal and State Labor Laws.
6. Faculty and classified union contracts.
7. Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act.
8. Accommodations and support services typically provided to students with disabilities in community colleges
9. Special equipment and materials available for persons with disabilities.
10. Veteran's programs and services
11. Computers: commonly used software and communication mediums.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing.
3. Leadership/management/supervisory skills.
4. Knowledge of pedagogy and adult learning theory.
5. Organizational, time management, and problem solving abilities.

**Education and Experience:**

1. Master's degree from an accredited institution in a discipline within or related to the division or the equivalent.
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

**Preferred Qualifications:**

1. Academic administration or community college teaching experience.
2. Work experience in disabled student counseling, rehabilitation or related field with coursework and experience in counseling people with disabilities.
3. Management or administration of educational programs, community organizations or government programs, in which the applicant dealt predominantly with disabled students

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to travel to conduct work

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: April 3, 2012; Revised: March 2014

Ed Code: H-10

Creditable Service: STRS