



DIRECTOR, HIGH TECH CENTER TRAINING UNIT

DEPARTMENT:

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - H](#)

POSITION PURPOSE:

Reporting to an assigned administrator, plans, directs and coordinates all state-wide faculty and staff training and support of campus programs and special projects related to assistive computer technology. Develop the ADA on-line compliant and library access instructional resources for statewide community colleges and satellite centers. Coordinates and direct all HTCTU and Access-California Virtual Campuses (ACVC) activities, including budget management, staff supervision, evaluation, and resource allocation. Assures that instructional computer technologies support the success of students with disabilities in the areas of transfer, certification or acquisition of AA degree; and assures that the HTCTU meets the goals and objectives outlined in the grant agreement under which it operates.

NATURE and SCOPE:

The Director, High Tech Centers Training Unit supervises the High Tech Centers Training Specialist/Instructor, Technical Specialist, Administrative Assistant, and Clerical Assistant.

KEY DUTIES and RESPONSIBILITIES:

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

1. Work with the California Community Colleges Chancellor's Office to develop and support state and federal policies, procedures and guidelines that define and direct the implementation of activities for Americans with Disabilities Act (ADA) Title II compliance.
2. Plan, supervise and direct training and support resources and services for faculty and staff located at 114 community colleges and satellite centers.
3. Plan, supervise, deliver, and evaluate the development of effective training for new and emerging assistive, instructional and alternate media production technologies.
4. Conduct major statewide needs/outcomes assessment of all HTCTU and ACVC activities and services. Report to the State Chancellor and the Board of Governors on outcomes achieved.
5. Supervise, provide work direction and evaluate the performance of HTCTU and ACVC staff.
6. Represent the California Community College Chancellor's Office at various state and national conferences and forums.
7. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
8. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
9. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Educational/legal/scientific issues related to disability.
2. Instructional design as it relates to training and instructional hardware/software.
3. Computer applications, O/S, network and Internet protocols.
4. Practices and procedures in special education.
5. ADA; 94-142; Title V; Special Education Code; Sections 504 and 508 of the Rehabilitation Act.
6. Business management, leadership, supervision.
7. Policies and Procedures related to community college.
8. Federal and State Labor Laws.
9. Budget and Finance.
10. 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, including writing complex proposals and producing written market-oriented material.
3. Supervisory/Organizational/Time management/Problem solving/Management.
4. Team leadership and decision making skills.
5. Computer literacy.
6. Budgeting skills.
7. Presentation skills.

Education and Experience:

1. Bachelor's degree in a related field.
2. Five years experience managing a High Tech Center.

Preferred Qualifications:

1. DSP&S program director or related experience in a large, technically oriented rehabilitation facility.
2. One to three year's experience in community college.

WORKING CONDITIONS:**Environment:**

1. Typical office environment.

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: May 2000

Ed Code: H-11

Creditable Service: PERS