



**DISABILITY RESOURCE CENTER (DRC) SUPERVISOR**

**SALARY GRADE:** [C4-61](#)

**DEFINITION:**

Under the direction of the Dean of Disability Resource Center and Veterans Programs, formulate and implement program plans and goals for on-campus and off-campus Disability Resource Center (DRC); coordinate program planning, establish priorities and develop services and operational procedures. Provide for program reporting and accountability; provide work direction and guidance to other program personnel; evaluate assigned personnel; and establish and monitor program budgets.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide overall direction and guidance to the day-to-day operation, problem solving, and decision-making of on-campus and off-campus programs run by Disability Resource Center; implement program policies and directives according to District, federal and state guidelines.
2. Supervise and coordinate the delivery of mandated academic support services, respond to academic accommodation issues in a timely manner.
3. Supervise all technical specifications required for disability service provision including adaptive technology and alternative media.
4. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
5. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
6. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
7. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
8. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
9. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
10. Formulate and implement program plans and goals for DRC's off-campus Community Based program; coordinate program planning, establish priorities and develop services and operational procedures.
11. Assist the Dean in conducting community needs assessments and recommend appropriate course offerings; develop and coordinate quarterly schedule of classes for off-campus locations; review existing programs and course offerings and implement changes as needed; monitor program budget.

12. Supervise and evaluate the performance of temporary staff, student workers, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training for subordinates.
13. Research, maintain, modify and improve academic accommodations delivery systems and methods for students with disabilities.
14. Develop, organize and implement outreach activities to promote programs and services; conduct presentations as necessary; develop workshop materials, promotional materials, and other program documentation.
15. Initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
16. Keep current and research emerging trends in the field, including software available for students with disabilities to enhance retention and success; in consultation with DRC specialists and counselors, make recommendations for purchase of adaptive software and equipment.
17. Coordinate and assemble State reporting and accountability data for DRC; administer the preparation of quarterly and annual State reports (i.e. MIS reporting) to determine categorical funding of the division; provide regular reports to management as requested.
18. Assure compliance with federal and state guidelines, Title 5, Section 504 of the Rehabilitation Act, Section 508 of the Amendment to the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA).
19. Ensure program expenditures are within allocated budgets; monitor budgets; propose budget changes and participate in budget projection applications as necessary; prepare fund applications; prepare grant requests and serve as the primary contact for large programs or multi-programs.
20. Assist in the investigation and response to Office of Civil Rights complaints.
21. Performs complex analysis; prepares special reports and makes presentations as needed.
22. Oversee the preparation and maintenance of DRC records, documents and other related reports to assure compliance with state and local guidelines; compile records for the division for on-site program evaluations as scheduled.
23. Operate a computer and assigned office equipment.
24. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Federal, State and District laws and regulations governing educational and employment programs for persons with disabilities.
2. Development and assessment of special education programs.
3. Budget preparation and control.
4. Special Education instructional materials, curriculum and methodology.
5. Oral and written communication skills.
6. District organization, operations, policies and objectives.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer and related office equipment.
9. Principles of supervision and training.

##### **Ability to:**

1. Demonstrate 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. Formulate and implement program plans and goals for off-campus DSP&S.
3. Coordinate program planning, establish priorities and develop services and operational procedures.
4. Train, oversee and evaluate personnel.
5. Assess needs of students with disabilities and determine appropriate educational accommodations and strategies.
6. Coordinate with community agencies regarding serving the needs of persons with disabilities.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain records and prepare reports.
10. Train and provide work direction to others.
11. Meet schedules and time lines.
12. Apply and explain policies, procedures, rules and regulations.
13. Establish and maintain cooperative and effective working relationships with others.

### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in special education or related field.
2. Five (5) years in program coordination, outreach, recruitment.
3. Two (2) years experience with Banner/Elucian student information systems.

### **WORKING CONDITIONS:**

#### **Environment:**

1. Office environment.
2. Constant interruptions.

#### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lift light to moderate objects up to 30 lbs.

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