



DIVISION DEAN, DISABILITY SUPPORT PROGRAMS AND SERVICES

DEPARTMENT: Disability Support Programs and Services

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to Vice President of Student Services, the Division Dean for Disability Support Programs and Services (DSP&S) is responsible for strategic leadership and management of the Division that includes instructional and student services programs (Adapted Physical Education, Disability Support Services, Educational Diagnostic Center and HOPE). The position is also responsible for implementing the Student Success and Support Program mandates, ensuring compliance with federal and state Title 5, ADA-504-508 regulations, District policy and procedure compliance, District Collective Bargaining Agreements and developing technology (e.g. Clockwork, Banner, iPad curriculum integration).

In collaboration with the District Grant Director, the Division Dean is responsible for developing and administering a complex state funding formula and ensuring correct data is submitted for state reports.

NATURE and SCOPE:

The Division Dean has major operational responsibility and decision making authority in the development, interpretation and implementation of major policies and procedures pertaining to instructional and support programs which includes selecting and evaluating faculty, management and classified staff; preparation of faculty assignments, curriculum development, scheduling of classes, MIS data reporting, program data, Program Review, SLO/SSLO, reviewing and recommending applications for Professional Achievement Awards and Professional Development Leaves; distributing and initiating the transfer of funds within the division; approving requisitions for purchases and payment of invoices, and collaborating with the FHDA Foundation for fundraising.

KEY DUTIES and RESPONSIBILITIES:

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

1. Manage, supervise, plan, evaluate, and review division functions. Formulates and implements goals per division plan.
2. Serve as the DSP&S Coordinator accountable for Title 5 compliance and the State Chancellor's Office High Tech Center Training Unit (HTCTU) grant administration; collaborates with the District ADA Coordinator for employee-related issues. Manage the budget and data reporting.
1. Determine, initiate and implement goals and objectives per District, college, and division plans.
2. Determine course offerings that maintain appropriate number of FTES. Monitor course enrollment; add sections, cancel classes. Facilitate development and revision of curricula to meet student demand in collaboration with faculty.
3. Recruits, hires, evaluates, promotes relations and activities from staff and faculty; chairs staff meetings; disseminates information to all staff members.
4. Chair faculty hiring and tenure committees. Comply with the Faculty Association (FA) contract; particularly related to the hiring on part-time faculty (reemployment preference list). Review and authorize professional development. Collaborate with the supervisors and director to hire and evaluate staff. Review and authorize professional development.
5. Manage and direct the completion of Program Reviews, SSLOs/SSLOACs, and implementation of SSSP mandates.

6. Oversees the State DSP&S accountability system; conducts in-service trainings on changes in State and Federal disability acts; ensures college compliance with State and Federal disability law. Maintains records; prepares State and Federal reports as required.
7. Plans, develops, and monitors facilities and equipment needs of various programs.
8. Attends deans' and managers' meetings; represents the college and division at conferences; explains the program to visitors from other colleges and institutions.
9. Develop and administer the annual division budget.
10. Lead and develop all fundraising efforts; ensure compliance with contracts and public and private grants.
11. Collaborate with other administrators, supervisors, and instructional faculty to develop and coordinate programs and services across the campus and curriculum to meet the needs of a diverse student population.
12. Collaborate with external agencies, advisory bodies, accrediting commissions, and other organizations related to the division's programs and services.
13. Represent the division in an administrative capacity as assigned. Oversee the Advisory Committee meeting.
14. Participate in college-wide planning initiatives and activities.
15. 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.
16. 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.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, contracts such as: California Education Code, Title 5, Student Success Act Initiatives, and State and Federal disability law.
2. Complete and full understanding of all applicable District and Foothill college procedures and policies.
3. External agency requirements for collaborative programs.
4. Personnel management.
5. Computers: commonly used software and communication mediums as well as large database management systems.
6. Serves as an advocate for the inclusion of disabilities in all social justice and equity initiatives including Universal Design Learning (UDL).

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 complex proposals and presentations.
3. Supervise and/or manage a complex student services program serving a diverse student population.
4. Lead, advocate and network in the interest of the Division.
5. Strong supervisory skills.
6. Proven leadership management.
7. Fundraising skills.

8. Public speaking skills.
9. Handle difficult and sensitive issues and problems and resolve conflicts.
10. Motivational and mediation skills preferred.

Education and Experience:

1. Master's degree in a related field.
2. One (1) year of administrative experience, formal training, internship, or leadership in a related area.

Preferred Qualifications:

1. Experience serving as a DSP&S Coordinator at a community college in a multi-college district.

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: June 2014

Ed Code: H-10

Creditable Service: STRS