

ASSOCIATE DEAN, DISABILITY SUPPORT PROGRAMS & SERVICES (DSPS) & TITLE IX

DEPARTMENT: DSPS

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the Division Dean of General Counseling, Disability Support Programs & Services, (DSPS) and Title IX Coordinator, provides leadership and program expertise in the growth, implementation, and evaluation of the goals and objectives for DSPS. The primary responsibilities of the Associate Dean, DSPS include but are not limited to, 1) planning, developing, integrating, and coordinating new and existing instructional, outreach, retention, counseling, and accommodation support services and activities designed to facilitate the success of students in DSPS; 2) ensure equitable opportunities for student academic success; 3) promote student interest and engagement in DSPS; 4) assist in the prevention and educational activities associated with Title IX and assist with investigations regarding Title IX violations.

NATURE and SCOPE:

The Associate Dean, DSPS will work closely with a wide range of campus and community stakeholders. The Associate Dean will work with the Division Dean of General Counseling, DSPS, Title IX to provide leadership in developing an effective, integrated approach to supporting students in each DSPS area as well as assisting with Title IX as needed. The Associate Dean will help maintain the instruction, counseling, and academic support services for a diverse population of students in DSPS.

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

1. Assist in leading the DSPS Division services:

- a. Provide leadership in the administration, organization, and development of college support services for students with disabilities; assure consistency of objectives, policies, and procedures with those of the De Anza College and the FHDA District.
- b. Maintain knowledge of current disability legislation and ADA compliance.
- c. Maintain knowledge of diagnostic and instructional methods and new technologies pertinent to DSPS.
- d. Determine eligibility of students with disabilities with support services; understand various types of disabilities, develop, and implement plans and policies to facilitate and improve disabled students' services and programs; assure compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.
- e. Writing, obtaining, and evaluating grants for DSPS.
- f. Assist with campus-wide Title IX awareness, sexual harassment/violence prevention, and Title IX support services.

2. Develop and monitor DSPS enrollment services including:

- a. Enrollment processes related to DSPS, including Hope Services, Adapted PE, and DSPS courses.
- b. Oversight of DSPS Outreach Program - coordinate and collaborate with area high schools, local community agencies, and adult schools.
- c. Participation campus in-reach activities that increase awareness of DSPS & Title IX.
- d. Collaboration with Office of Communications to develop internal and external promotional materials for DSPS.

3. Ensure effective implementation of operations and activities in DSPS:

- a. In collaboration with the dean of DSPS and the DSPS team, update and implement annual DSPS goals and objectives that aligned with De Anza College and FHDA District's Educational Master Plan; update CAS Standards as part of the program review process.
- b. Assist in annual catalogue updates and changes for DSPS.
- c. Work with Office of Outreach, counselors, and discipline faculty to identify students best served by DSPS.
- d. Participation in the selection and hiring process of new DSPS employees and provide onboarding and appropriate training of faculty, counselors, and staff.

4. Work collaboratively with faculty on curriculum and professional development to meet student instructional needs.

- a. Supervise the planning, development, and recommendation of new DSPS courses aligned with the appropriate accreditation standards that promote equity and success for DSPS students.
- b. Review standing DSPS courses and recommend the deletion of courses no longer appropriate to the curriculum needs of students, and maintain current course outlines to accurately reflect DSPS.
- c. Collaborate with Enrollment Services and Scheduling Office to schedule DSPS course offerings and ensure students successfully enroll in program.
- d. Work with DSPS faculty regarding course scheduling and assignments in accordance with the FHDA faculty contract.
- e. Assist in the planning and implementation of Title IX professional development education and sexual harassment/violence prevention trainings and workshops.

5. Conduct faculty, classroom, and counseling session evaluations when appropriate.

6. Lead the process to evaluate DSPS's effectiveness.

- a. Facilitate and coordinate the development and evaluation of Program and Student Learning Outcomes via CAS Standards.
- b. Conduct research, evaluate, and report program effectiveness in increasing DSPS success rates and attaining equity goals.
- c. Assist in preparation and maintenance of detailed and comprehensive annual DSPS reports (I.e.: CA State SSARCC report).

7. Represent the DSPS program in both internal and external meetings by

- a. Participation in appropriate campus-wide committees and work groups.
- b. Attendance in meetings related to counseling, student equity, transfer, and retention.
- c. Participation in Hope Services collaboration meetings.

8. Coordinate with Other Stakeholders

- a. General Counseling
- b. Enrollment Services
- c. Financial Aid
- d. Office of Equity
- e. Instructional faculty
- f. Office of Outreach
- g. Office of Institutional Research
- h. Hope Services
- i. Community agencies and other stakeholders

9. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Program development and curriculum experience.
2. Background in diversity issues.

Skills and Abilities:

1. Demonstration of 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. Plan, organize and coordinate a variety of initiatives, projects, and activities related to the day-to-day operation of DSPS & Title IX support services.
3. Demonstrate effective leadership in coordinating a diverse range of college partners involved DSPS & success and equity efforts.

4. Analyze and evaluate data for specific use.
5. Interpret and apply rules, regulations, policies, and procedures.
6. Prioritize workload and conflicting demands, and complete duties in a timely fashion.
7. Effectively work in a demanding environment.
8. Effectively communicate orally and in writing, with a variety of student, staff, and management groups; work cooperatively with others; make effective presentations.
9. Utilize problem solving skills.
10. Effectively understand budgets.
11. Utilize computers to enhance effectiveness of programs.

Education and Experience:

1. Master's degree from an accredited institution in a discipline typically taught within the DSPS program area including counseling.
2. One (1) year of supervisory/leadership experience in an area related to DSPS, or similar campus-wide, equity-minded program.

Preferred Qualifications:

1. Experience working with disability students in counseling, rehabilitation, or related field.
2. Understanding and/or experience with Title IX.
3. Academic administration or community college teaching experience.
4. Additional (more than one year) supervisory/leadership experience in DSPS, Title IX and/or other similar campus-wide, equity-minded programs.
5. Experience working in a community college environment.

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.

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