

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



DIRECTOR, SPECIAL RESOURCE CENTER

POSITION DESCRIPTION:

Under the general direction of the Vice President of Student Services, the Special Resource Center Director serves as the primary administrator responsible for the operation and administration of the Special Resource Center. This position will provide leadership in the development and provision of appropriate support services to students with disabilities and to ensure compliance in accordance with applicable state and federal laws and regulations.

RESPONSIBILITIES/DUTIES:

- Provide leadership in the administration, organization and daily operations of the Special Resource Center office classified staff, including but not limited to the scheduling of service provision, the maintenance of records and tracking systems, the planning and development of effective policies and procedures in order to improve services and to ensure compliance with state and federal laws and regulations pertaining to the rights of students with disabilities;
- Promote understanding and awareness of programs, needs and innovative services in the field of disability including but not limited to Universal Design; maintain current knowledge of legislation and technology related to disabled students programs and services;
- Provide direct supervision of faculty, staff and student workers;
- Participate in the training of faculty and staff; prepare the classified staff schedules; evaluate the work performance of the staff;
- Plan, organize and arrange staff development programs and activities;
- Investigate compliance complaints as appropriate;
- Coordinate and provide in-service training for the college community to promote awareness of the special needs of the students with disabilities; maintains liaisons with community agencies;
- Complete and submit program review and accreditation reports;
- Working with the Community Relations Department, develop public information for on/off campus dissemination;
- Develop, manage and monitor the program budgets including preparation of federal, and state reports, such as the mid-year and end of year California Community College Chancellor's Office reports;
- Participate, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned;
- Provide the services that meet the requirements mandated under DSPS regulations and service mandated by Title V and Section 504 of the Rehabilitation Act of 1973. Prepare all mandated reports for funding purposes and ensure compliance through participation in Program Review. Maintain and secure all required eligibility medical and psychological information ensuring mandated legislation for confidentiality.
- Remain current in instructional support for all types of disabilities accommodations including Section 508 of the Rehabilitation Act and the production of alternate media.
- Review and revise the college catalog pertaining to the Special Resource Center, accommodations for students with disabilities and standards for grievances related to disability.
- Provide requests for supplies, equipment, maintenance, and improvement of facilities in accordance with

legal mandates for access of individuals with disabilities and in cooperation with staff and supervisor.

- Facilitate communication by oral, writing and signed modes of communication between the Special Resource Center, on-campus entities (i.e. Guided Pathway Divisions offices, student services, facilities maintenance) and off-campus entities (Department of Rehabilitation, independent living programs, direct service providers and advocacy agencies).
- Remain current on legal precedence in assistive technology, alternate media production, and accommodation procedures/practices for students with disabilities.
- Review proposed legislation affecting instruction and accommodations for individuals with disabilities in postsecondary education and implement changes in policy and procedures accordingly.
- Gather and share statistical data regarding instruction and accommodations for individuals with disabilities from governmental and non-governmental sources.
- Communicate changes in State and Federal legislation affecting accommodations and instruction for individuals with disabilities to appropriate college personnel.
- Act as a resource for curriculum development and program evaluation according to DSPS regulations and Title V regulations for special classes.
- Research, secure and implement internal and external funding from grants and other fundraising activities in support of Special Resource Center programs and services.
- Interpret and implement the administrative policies, rules, regulations, and recommendations of the college regarding instruction and accommodations for students with disabilities.
- Assist in resolving staff and/or student problems in the Special Resource Center.
- Articulate the legal mandates required for institutions of higher education to local high schools, community agencies and state agencies such as the Department of Rehabilitation.
- Maintain an advisory committee for the Special Resource Center.
- Perform other duties and assume other responsibilities as assigned.

KNOWLEDGE, AND ABILITIES:

- Ability to work effectively and harmoniously with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
- Ability to develop innovative programs that strengthen the quality of services provided to students with disabilities.
- Ability to work with community agencies that serve people with disabilities.
- Ability to apply legal and policy provisions to various problems consistently and correctly.
- Ability to manage categorical budgets and grants.
- Ability to work with interruptions, frequent deadlines, and multiple assignments.
- Ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Ability to provide short-term personal and crisis counseling to students with disabilities.
- Knowledge of the mission of the California Community Colleges.
- Knowledge of Title V regulations and applicable sections of the California Education Code.
- Knowledge of federal and state laws as they pertain to working with students with disabilities in an educational setting.
- Knowledge of accommodations and support services typically provided to students with disabilities in higher education.
- Knowledge of principles of supervision, training and practices of office management.
- Knowledge of accounting, budgeting and fiscal reporting.

REQUIRED QUALIFICATIONS:

The Director of the Special Resource Center must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414:

- (1) Master's degree in rehabilitation counseling, or equivalent, **OR**

(2) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; **plus**

(3) Fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:

- (A) Learning disabilities;
- (B) Developmental disabilities;
- (C) Deaf and hearing impaired;
- (D) Physical disabilities; or
- (E) Adapted computer technology.

AND

(4) Two years of full-time work experience in a community college or directly related programs for the handicapped in one or more of the following capacities: in management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages; Community college management position; Special education administration or instruction position; or Counseling position working primarily with the disabled population.

OR

Meet the minimum qualifications for an educational administrator set forth in Section 53420 by meeting both of the following: (a) Possession of a master's degree; and (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

(1) instruction or counseling or both in a higher education program for students with disabilities; (2) administration of a program for students with disabilities in an institution of higher education; (3) teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

DESIRED QUALIFICATIONS:

- Supervisory experience in the development and administration of programs for students with disabilities at a community college.
- Experience in managing categorical budgets and grants.
- Experience in providing direct services to students with disabilities.

WORKING CONDITIONS:

Must be able to adapt to changing situations.
Work under pressure.