

Associate Dean, Disability Resource Center

CLOSING DATE: March 24, 2017

**Full-Time Position (1.0 FTE)
40 hours per week 12 months per year
\$86,168.42 to \$125,324.08 per year**

Ideal Candidate:

The ideal candidate will have:

- Knowledge of assistive technologies for individuals with disabilities.
- Working knowledge of Title 5, Section 504, the ADAAA and other disability-related mandates. Categorical budget experience.
- Experience providing specialized, disability-related academic counseling.
- Experience providing leadership to diverse, multifaceted programs.
- Demonstrated experience working collaboratively across Student Services and Instruction
- Integrated planning experience
- Understanding of institutional Equity and Student Success metrics and goals
- Knowledge of Veterans services.

Definition: Under administrative direction, to plan, develop, implement and manage the disabled students programs and services; to prepare and administer the DSPS budget; to coordinate the DSPS program with other college departments and external agencies; and to perform related duties as assigned.

Distinguishing Characteristics: This is a single position classification with accountability for managing the DSPS program, and the Workability III program. This classification is distinguished from the Dean level of classification which has responsibility for a broader scope of responsibility.

Essential Duties: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, develops and implements the DSPS and WA III programs;
- Evaluates student needs, external requirements and regulations, and current trends to develop program modifications and improvements;
- Directly and through subordinate supervisors, manages, directs, assigns and evaluates the daily work of faculty and classified DSPS staff; trains employees in work procedures, standards and safety practice; interview and recommend selection of job applications, appraises employee performance including instruction, conducts counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Prepares and manages the DSPS budget; monitors and approves expenditures; prepares grant and program fund applications and ensures compliance with requirements; prepares and manages contracts for services and equipment within the program area;

- Prepares and/or manages the preparation of reports, correspondence, records and data, including required reporting related to the DSPS program;
- Oversees and participates in verification of student eligibility for services and coordination with other campus and external services and programs;
- Directs and participates in the provision of services to eligible students including provision of adaptive equipment, support services, assessment, counseling, career preparation, and related;
- Provides liaison and coordination with faculty and other campus departments to identify needs, coordinate services to students, and improve program utilization;
- Coordinates program elements and services with regulatory and other external agencies;
- Attends, participates in, and/or lead a variety of internal and external meetings and committees.

Minimum Qualifications:

Knowledge of:

- Supervisory principles and practices including work planning, training, direction and evaluation.
- Principles and methods of instruction.
- Federal, state and other regulations pertaining to the DSPS program and services.
- Procedures and requirements for student program eligibility.
- Principles and practices of program budgeting and monitoring.
- Methods and techniques for grant proposal writing.
- Basic computer use.
- Campus and community resources and referral agencies related to DSPS students.

Skill in:

- Planning, developing, implementing and managing a comprehensive program of services and programs for disabled students.
- Planning, organizing, managing and evaluating the work of others.
- Reading, interpreting and applying regulations, policies, and procedures related to the program.
- Planning and tracking program budgets.
- Representing the program at a variety of internal and external committees and meetings.
- Establishing and maintaining a variety of records, data and required reports; preparing effective written reports and correspondence.
- Planning and coordinating special events related to the DSPS program.
- Establishing and maintaining effective working relationships with those contacted in the course of the work; sensitivity to and ability to work effectively with adults with disabilities.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. As an exempt employee, the incumbent may be asked to work variable schedules. In accordance with title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

Illustrative Education and Experience: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A master's degree in a relevant field and two years of experience related to provision of services to disabled adults.

Application Process

To be considered for this excellent opportunity the following items must be received by the Human Resources Office no later than **5:00pm** on **Friday, March 24, 2017**. Please note, postmarked materials will not be accepted.

1. Letter of interest addressing how your experience, education and personal direction have prepared you to take on this challenge.
2. A current resume including educational preparation, professional experience, achievements, and community and professional activities.
3. A completed district [Academic and Administrative Application](#)
4. Unofficial transcripts verifying minimum academic qualifications (if offered a position, official transcripts will be required).
5. A list of four professional references (faculty, classified support staff, supervisor, colleague), and two personal references.
6. [Affirmative Action Applicant Survey form](#) (optional)

Applications are also available on our website at <http://www.gavilan.edu/jobs/apps/academic.html>
Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.