CLASSIFICATION: Dean of Disabled Student Programs & Services

GRADE: 5 (Management Salary Schedule) 5/04/06 (Educational Administrator)

DEFINITION

Under the direction of the Vice President of Student Services, the Dean is responsible for the general management of the area of responsibility, develops and maintains programs and services that meet the needs of a highly diverse urban student population, encourages excellence in all division activities, and provides highly responsible and complex administrative support to the Vice President of Student Services.

DUTIES AND RESPONSIBILITIES

1. Leads, plans, supervises and evaluates all programs and services in the division for effectiveness and efficiency.

2. Coordinates programs and services with other Student Services divisions and departments to ensure most effective staffing and service delivery.

3. Works with faculty to develop academic and support services, programs, and curricula.

4. Provides leadership on behalf of Division employees for effectiveness in the teaching and learning process and in student success services and strategies.

5. Provides leadership in the new and emerging technologies in support of student success.

6. Provides leadership for and participates in the recommendation for selection of faculty and staff and supervises, motivates, trains and evaluates Division faculty and staff.

7. Supports a climate that promotes and expects innovation, cross-cultural effectiveness and improved service to students and the community.

8. Develops and implements plans, procedures and goals and objectives for the division in accordance with District policies and guidelines.

9. Chairs or serves on college committees; participates in local, regional, statewide and national meetings; maintains compliance with division, district, state and federal regulations; prepares and distributes required reports.

10. Develops and manages the approved division budgets, including district funds, categorical funds and VTEA.
11. Provides leadership in developing and managing local, state and national private and government grants.

12. Develops, plans and implements work schedules to ensure necessary coverage during regular and peak periods and certifies all payrolls.

13. Prepares class schedule and teaching assignments, monitors enrollment and maintains class size.

14. Coordinates and provides input to maintain college catalog information.

15. Recommends allocation and adjustment of faculty release time.

16. Counsels students, including those referred for specialized assistance.

17. Maintains communications within the college, with area high schools, other colleges and universities and community and public agencies.

18. Responsible for maintaining files, records, facilities, equipment and supplies.

19. Consults with faculty and other managers on and approves textbook adoptions and provides leadership regarding accessibility of instructional, library and other acquisitions, including audiovisual materials.

20. Certifies procedures for grade changes, late withdrawals, credit by exam, field trips, conference requests and staff development activity requirements.

21. Functions as the Section 504-508-ADA Officer in non-personnel areas, as appropriate, and as significant contact in the event of state, federal and/or other audits and reviews, and serves as advisor-advocate to officials responsible for assuring physical, electronic, procedural and other access for students with disabilities.

22. Represents the College in development of policies and regulations at the regional and state level, remains active in regional and state disabled student programs and services organizations, and participates in such activities as program evaluations as requested by the Chancellor’s Office.

23. Works cooperatively with colleague administrators to provide integrated instructional and student services to benefit students.

24. Provides leadership in space and facilities planning.

25. Participates in and supports the accreditation process.

26. Develops partnerships with agencies and business, educational and governmental organizations as needed to respond to student needs.

27. Anticipates, prevents, mediates and resolves conflicts and problems under areas of supervision.
28. Prepares federal and state reports as required.

29. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

1. Minimum of a Master’s degree from an accredited college or university preferably with a major or concentration in counseling, rehabilitation counseling, special education, or administration of programs for disabled individuals.

2. Minimum of one year of formal training, internship or leadership experience reasonably related to the administrative assignment and preferably in disabled student programs and services.

3. Demonstrated knowledge and leadership experience in program development and evaluation, strategic and facilities planning, fiscal management, enrollment management, student retention and community relations.

4. Knowledge of current principles, trends, research and development in related programs.

5. Demonstrated expertise as a motivated and innovative leader in student success processes, assessment, student learning outcomes and application of technology.

6. Understanding, sensitivity and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the student, community and employee populations.

7. Demonstrated effectiveness in leading and motivating faculty and staff collaboratively in a collegial and shared governance environment.

8. Ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills, and the courage and integrity to lead and accept responsibilities.

9. Personal characteristics that ensure effective working relationships with college faculty, staff, students, the Board and the community.

10. Understanding of and commitment to the mission of Disabled Student Programs and Services.

11. Understanding of and commitment to the philosophy and mission of community colleges.