

## **ASSOCIATE DEAN, DISABILITY RESOURCE CENTER**

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### **DEFINITION:**

Under administrative direction, to plan, develop, implement and manage the disable students programs and services; to prepare and administer the Disability Resource Center (DRC) budget; to coordinate the DRC 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 DRC program, and the Workability III. This classification is distinguished from Vice President, Student Services, which is an executive class with broad latitude and authority for overall student services operations.

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 DRC and Workability 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 DRC 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 DRC 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 DRC 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 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 DRC 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 DRC 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 DRC 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.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are: Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.