

**ASSOCIATE DEAN, DISABLED STUDENTS**

**DEFINITION**

Administers the Disabled Students Program and Services. In addition, responsible for the learning disability and communication disorder programs. This is a line administrative position responsible for planning, implementing, managing and evaluating all services for students with disabilities, as well as, the assessment and identification of students suspected of having learning disabilities and communication disorders.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision received by the Vice President, College Services.

**EXAMPLES OF DUTIES**

Administers a comprehensive program of services and classes for students with disabilities.

Coordinates the day to day operation of the disabled student program.

Conducts and interprets assessment batteries for students suspected of having learning disabilities or communication disorders.

Prepares all required federal, state and college reports and funding requests.

Monitors the expenditure of federal, state and district funding in accordance with established guidelines.

Supervises certificated and classified staff in the provision of direct services to students.

Develops the budgetary, staffing facilities and equipment requirements for the Disabled Students Program.

Represents the college to community groups, public and private organizations and governmental agencies regarding local, regional and federal issues for the disabled.

Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Title V regulations of the California Education and Administrative Codes pertaining to programs and services to students with disabilities.

Americans with Disabilities Act including regulations specific to academic accommodations, non-discrimination requirements, and Architectural Accessibility Standards.

**Ability to:**

Prepare and administer a comprehensive program budget.

Assess and identify communication disorders in adults.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

#### **Education:**

An earned Master's Degree from an accredited institution or equivalent in special education, psychology, educational psychology, rehabilitation counseling or a related field.

and

An earned Master's Degree or the equivalent in special education communication disorders.

#### **Experience:**

Two years of recent full-time experience within the last four years in one or more of the following fields: instruction or counseling in a program of higher education for the disabled; administration of a program for students with disabilities in an institution of higher education; teaching, counseling, or administration in secondary education, working predominantly in programs for students with disabilities; or administrative or supervisory experience in private or public agencies in which the responsibilities of the position were predominantly related to persons with disabilities.

#### **Desirable:**

Chancellor's Office certification in the Learning Disabilities Eligibility Model.