

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: COORDINATOR, DISABILITY SUPPORT SERVICES (DSS)**

#### **BASIC FUNCTION:**

Under the administrative leadership and direction of the Dean of Student Support Services, the Coordinator provides leadership to foster the professional growth of the faculty and staff, works to ensure compliance with DSS Title V regulations, coordinates the operation of the DSS office and staff, promotes the academic integrity of the program, facilitates student success through innovation in the curriculum, and represents the interests of the Department. The Coordinator serves as the principal representative of the DSS program. The Coordinator works with the Dean, works collegially with other departments and the Administration, and collaborates in participatory governance.

#### **REPRESENTATIVE DUTIES:**

Conduct department meetings; attend regular meetings with the Dean; attend meetings of the Council of Chairs, the Student Services Committee, the Curriculum & Instruction Committee, and other District meetings as determined by department guidelines and the Dean. *E*

Consult with Dean regarding administration of the Department's operational budget. *E*

Provide leadership in the evaluation of offered courses; work collaboratively with the Dean and other departments to design class schedules to meet the learning needs of students and to ensure that facilities are used to their potential; provide consultation to the Dean in scheduling courses offered at off-campus sites. *E*

Conduct interviews of prospective adjunct faculty in collaboration with the Dean; make hiring recommendations to the Dean; develop and maintain a pool of qualified adjunct faculty sufficient to meet the needs of the Department; make recommendations to the College Equivalency Committee. *E*

Participate in tenure hiring committees consistent with District hiring policies. *E*

Participate in the evaluation of the performance of adjunct faculty; serve on tenure review committees as appropriate; assist in coordinating the program review and discipline assessment within the Department in accordance with the timelines specified by District policy. *E*

Facilitate innovation in the curriculum; encourage department faculty to author new course proposals, course modifications, facilities upgrades, and/or grant proposals. *E*

Coordinate the selection and evaluation of texts and other instructional materials. *E*

Coordinate the activities of instructional technicians in the department. *E*

If deemed necessary by the Dean, assist in responding to student complaints consistent with District policy. *E*

Monitor DSS program compliance to Title V sections 56000-56076. *E*

Serve as Department Chair of the Disability Support Services Department. *E*

Perform related duties and responsibilities as required.

## **Coordinator, Disability Support Services – Continued**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operations, services and activities of the Disability Support Services Department.  
Applicable policies, procedures, goals, and objectives of the DSS Department.  
Pertinent Federal, State, and local laws, codes, and regulations including Title V regulations for DSS programs.  
Methods and techniques of leadership and management.  
Methods and techniques of hiring, supervision and performance evaluation.  
Principles and practices of curriculum and course development and evaluation.  
Applicable computer software applications.  
Basic principles and practices of budget preparation and administration.  
Effective and appropriate communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

#### **ABILITY TO:**

Coordinate the activities and provide effective leadership for the Disability Support Services Department.  
Participate in selecting, supervising, and evaluating assigned staff and faculty.  
Analyze curriculum and offered courses and recommend modifications.  
Create new curriculum and courses to meet the learning needs of students.  
Exercise critical and independent judgment.  
Serve on a variety of boards and committees.  
Participate in the development and implementation of policies, procedures, goals and objectives.  
Ensure the academic integrity of department programs and courses.  
Effectively utilize applicable computer software applications.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.  
Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

The Coordinator must meet Title V minimum qualifications for academic employment in the DSS Department.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.  
Constant interruptions.

#### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person or on the telephone and to make presentations.  
Seeing to read and verify accuracy of data.  
Sitting for extended periods of time.  
Dexterity of hands and fingers to operate office equipment.

#### **HAZARDS:**

Contact with dissatisfied or abusive individuals.