THE COLLEGE
Hartnell College is one of the oldest institutions of higher education in California, with a long tradition of serving the educational and work-force needs of the Salinas Valley. Founded in 1920, it now comprises two campuses in Salinas, the county seat of Monterey County, and an education center in King City in the south county region.

Hartnell’s academic programs prepare students for transfer to four-year colleges and universities, entry-level employment, and career change and advancement. The college has been particularly successful in forming partnerships with educational and research institutions in the sciences and math that have enhanced program development and provided unparalleled student internship opportunities. Its strong ties to the business community have helped to launch the Center for Advanced Technology on the Alisal Campus, with innovative programs in sustainable agriculture, green construction and design, and computer science. The college’s nursing and allied health programs, theater arts company, and athletic programs are points of pride to the entire community.

THE POSITION
Under the general direction of an area administrator, this position will provide overall leadership and overall management and administration of the Department of Supportive Program and Services (DSPS), known statewide as Disabled Student Programs & Services, including related college activities affecting students with disabilities. The director will supervise, train, and evaluate the performance of department staff; administer and evaluate DSPS and related programs and activities; direct and participate in the preparation of required program budgets and reports; and perform other related duties as required.

Submit application materials via email, fax, or in person to:

HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 FAX: (831) 755-6937
Email: work@hartnell.edu

www.hartnell.edu/employment-opportunities-administrative-managerial

Application available on our website!

Priority screening deadline: November 30, 2015 by 4 pm
Open until filled
Program, found in Title 5, section 53414, of the California Code (2) Instructing OR (3) Being an administrator in a DSPS
Must meet the minimum qualifications for (1) Counseling OR QUALIFICATIONS

1) REPRESENTATIVE DUTIES
• Provide day-to-day management, coordination, and supervision of the DSPS program; plan, organize, coordinate, direct, develop, and implement the DSPS program and related college activities affecting students with disabilities;
• Direct the development and implementation of program plans in accordance with applicable procedures and regulations; administer mandated program policies and procedures; direct the preparation and maintenance of program records, files, and statistical information.
• Train, supervise, and evaluate the performance of assigned personnel in accordance with proper management practices and collective bargaining agreements; provide technical direction and guidance; counsel and discipline employees as necessary; assign work; and participate in the hiring process for positions assigned to DSPS;
• Develop and manage the program budgets, including preparation of federal, state, and local reports; direct and participate in the application for program funds;
• Advocate with the college’s faculty and administration on behalf of students with disabilities;
• Coordinate and utilize existing college resources and instructional programs to facilitate the education of students with disabilities; Determine and develop learning skills course offerings to meet student needs;
• Collaborate with both instructional and counseling faculty and staff and with special programs such as EOPS/Caworks, TRI-O, veterans, Transfer/Career Center, tutorial service and financial aid in order to maximize student success;
• Coordinate and/or provide in-service training for the college community to promote awareness of the special needs of disabled persons;
• Organize and coordinate DSPS and related services advisory committees; serve as liaison between the college and external programs and agencies;
• Work collaboratively with staff in outreach activities both on and off campus that promote and publicize DSPS;
• Participate in college governance;
• Perform related duties as assigned.

2) QUALIFICATIONS
Education and Experience
Must meet the minimum qualifications for (1) Counseling OR (2) Instructing OR (3) Being an administrator in a DSPS Program, found in Title 5, section 53414, of the California Code of Regulations, (paraphrased here); AND must meet (4) experience requirements:

1) DSPS Counselor minimum qualifications: Master’s degree in rehabilitation counseling or in a reasonably related discipline OR Master’s degree in special education, and 24 or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work OR Master’s degree in counseling, guidance, student personnel, psychology, career development, or social work; and either 12 or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities; OR 2 years of full-time experience, or the equivalent, in one or more of the following: (A) Counseling or guidance for students with disabilities; or (B) counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

2) DSPS Instructor Minimum Qualifications: Master’s degree in a particular category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND 15 semester units of upper division or graduate study in an area of disability, to include, but not be limited to: (A) Learning disabilities; (B) developmental disabilities; (C) deaf and hearing impaired; (D) physical disabilities; or (E) adapted computed technology

3) Educational Administrator Minimum Qualifications: Master’s degree and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment AND

4) Minimum Experience Qualifications: Two years’ full-time experience or the equivalent within the last 4 years in one or more of the following fields:
1) Instruction or counseling or both in a higher education program for students with disabilities
2) Administration of a program for students with disabilities in an institution of higher learning
3) Teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities
4) Administrative or supervisory experience in industry, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

KNOWLEDGE, SKILLS, AND ABILITIES
• Knowledge of federal laws and their implementing regulations as they apply to students with disabilities, including the Americans with Disabilities Act (ADA), and the Rehabilitation Act of 1973 as amended. Knowledge of California Education code, Title 5, and all state regulations governing DSPS and services for disabled students.
• Knowledge of learning disabilities, developmental disabilities, physical disabilities, and mental disabilities.
• Knowledge of assistive technology and devices, including alternate media services that may be employed for students with disabilities. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
• Knowledge of the theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
• Ability to effectively lead professional teams with a collaborative style in a collegial and participatory governance environment.
• Ability to make presentations before administrators, faculty, staff, and students.
• Knowledge of the development, implementation, and assessment of student learning outcomes.
• Ability to develop, implement, and evaluate programs and services.
• Ability to utilize data and assessment outcomes to make improvements for programs and services.
• Ability to use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

APPLICATION PROCEDURE
All applicants must provide the following items in order to be considered in the initial screening:
1) A completed district application for administrative service.
2) A letter of application (2-page max) addressing your qualifications for and interest in the position.
3) A comprehensive resume of educational background and experience including community involvement and professional achievements.
4) College or university transcripts verifying educational requirement. (copies acceptable)

ONLY MATERIALS REQUESTED WILL BE forwarded TO SCREENING COMMITTEE. INCOMPLETE MATERIALS WILL NOT BE CONSIDERED.

EQUAl OPPORTUNITIES
It is the policy of the College and the California Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process. Job flyer dates 9/28/15-OUF; priority screening deadline 11/30/15