Los Angeles Mission College announces an opening for an Associate Dean of Disabled Students Programs and Services. Interested individuals who possess the required training and experience are invited to submit applications.

ENTRANCE QUALIFICATIONS:
Applicants must meet State minimum requirements as an administrator either by:

1. A California credential authorizing administrative service at the community college level OR
   A master’s degree (from an accredited college or university) and completion of one year of full-time formal training, internship or leadership experience reasonably related to the administrative assignment.
2. Title V requirements for supervision of a DSP&S program. (See list of requirements below.)
3. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff and students.

TITLE V REQUIREMENTS FOR SUPERVISION OF A DSPS PROGRAM: Title V, Chapter 7, subchapter 1, Disabled Students Programs and Services, Section 56048 (b) Staffing: the designated Coordinator must meet the minimum qualifications for a DSPS counselor or instructor as set forth in Section 53414 (a) through (d) or meet the minimum qualifications for an educational administrator as set forth in Section 53420 and in addition have two years full-time experience or equivalent within the last four 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; or
4) Administrative or supervisory experience in industry, public agencies, government, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

DESIRABLE QUALIFICATIONS:
1. Experience working with educational programs for individuals with disabilities.
2. Evidence of ability to communicate effectively. Knowledge of American Sign Language is desirable.
3. Knowledge of administrative procedures and practices at the community college level, including a commitment to shared governance, consensus building, and team approach to management.
4. Evidence of ability to be creative and innovative in administering programs and services.

**PRIMARY FUNCTIONS:** The primary duties of this position will be to manage and coordinate all aspects of the Disabled Students Programs and Services, and ensure effective delivery of accommodations for students with disabilities. The Associate Dean will provide divisional leadership and has managerial responsibility for program budget which serves approximately three hundred students. The Associate Dean of DSPS reports to the Vice President of Student Services.

**RESPONSIBILITIES:**
1) Provides organizational leadership and management for the Disabled Students Programs and Services (DSPS) including the selection and assignment of faculty and staff and training of college personnel relative to the unique needs of students with disabilities.
2) Supervises and evaluates the certificated counseling and disability specialist and overseeing classified personnel.
3) Serve as administrator in charge, responsible for ensuring compliance with all federal and state guidelines related to accommodations for students with disabilities.
4) Manages all aspects of the program budget for the college; prepares mandatory fiscal reports for the State Chancellor's Office.
5) Maintains liaison with the Department of Rehabilitation, Veterans Administration, and other agencies providing education and services for individuals with disabilities.
6) Conducts program reviews, prepares annual program plans, and monitors attainment of goals integrated with institutional priorities for DSPS. Prepares reports as required by college, district, state, and federal agencies within areas of responsibility.
7) Has responsibility for the implementation of the DSPS Student Learning Outcomes.
8) Acts as liaison for DSPS on district and state-wide committees.
9) Serves on college committees as assigned.
10) Represents Vice President of Student Services as requested.
11) May serve on evenings when the DSPS Office is open.
12) Performs other duties as assigned within the scope of the position including evening administrative duty for the entire campus.
13) Oversees Student Health Center.

**SALARY:** The current salary range is $103,703- $133,125 annually. The selected candidate will be allocated within the salary range according to previous salary. Benefits include 15.5 paid holidays annually, 15-24 days paid vacation annually depending on length of District service, medical/hospital, dental and vision care plans and a $50,000 group life insurance policy.
APPLICATION PROCEDURE
Applicants will be required to file the application using the LACCD web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments. Go to http://laccd.peopleadmin.com/postings/1616 to apply for this position. After review of application materials by the selection committee, candidates will be contacted only if selected for interviews.

For consideration in the selection process, all interested persons must submit the following:
- Letter of Interest, preferably three pages or less, which addresses the responsibilities and desirable qualifications as detailed in this announcement;
- A current resume;
- Contact information for three professional references (name, title, address, email and telephone numbers) of individuals who can assess the candidate’s qualifications for the position;
- Copies of transcripts (official transcripts are required for all candidates invited to the final interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to the Commission on Teacher Credentialing: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

Employment is contingent upon Verification of qualifications. Los Angeles Mission College reserves the right to modify and/or withdraw this position at any time.

Notification regarding the advancement in the selection process will be provided to each applicant. Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business days prior notice. Documentation of the need for accommodation may be requested.

For additional information or questions, please contact via email, Vice President of Student Services, Joe S. Ramirez at ramirejs@lamission.edu.

The completed application package must be submitted by Friday, December 26, 2014 to be considered. Application materials may not be submitted by Fax or e-mail.

Los Angeles Mission College is an Equal Access and Equal Opportunity Educator and Employer