

**DISABILITIES SUPPORT PROGRAM (DSP)
COORDINATOR**
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244869>

Downloaded On: Sep. 26, 2024 11:42pm

Posted Sep. 16, 2024, set to expire Oct. 6, 2024

Job Title	DISABILITIES SUPPORT PROGRAM (DSP) COORDINATOR
Department	Staff
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Sep. 16, 2024
Application Deadline	10/06/2024
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Counseling Services
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Job Description

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DISABILITIES SUPPORT PROGRAM (DSP) COORDINATOR

San Jose/Evergreen Community College District



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Close/First Review Date:10/06/2024

Work Location: Evergreen Valley College

Position Description:

POSITION SUMMARY

This faculty position is a full-time, 100% FTE, (11 Months, August - June) Tenure Track position as Disabilities Support Program (DSP) Coordinator in the Division of Student Services and Wellness at Evergreen Valley College.

Assignment may include day and evening responsibilities.

This position is represented by the San Jose/Evergreen Federation of Teachers, AFT 6157.

DUTIES AND RESPONSIBILITIES

1. Plans, coordinates and facilitates all aspects of DSP activities as specified by state, federal and local statutes.
2. Work closely with faculty to ensure that classroom accommodations are provided.
3. Assist in the planning, developing, and implementation of policies, procedures, and handbooks for assigned functions, including incorporating regulatory updates and technological advancements, as appropriate.
4. Understand procedures associated with student success initiatives, including but limited to Guided Pathways, the Educational Master Plan, and the Student Equity Plan.
5. Assist in the recruitment, orientation and registration of students with disabilities, informing them of the educational and career education opportunities available at Evergreen Valley College.
6. Monitor the provisions of tutors captioners, interpreters, and other assistive providers.
7. Develops outreach and recruitment programs for students with disabilities in the district service area.

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8. Serve as liaison with other agencies providing support services to students including the California Department of Rehabilitation, the Regional Center for Developmentally Disabled, Veterans Administration, and other community based social service agencies.
9. Strong knowledge of the Americans with Disabilities Act Amended, Rehabilitation Acts 504 and 508, Title 5 Regulations for Disabled Students Programs and Services.
10. Work closely with other campus representative to maintain and improve campus accessibility in programs and facilities.
11. Perform regular in-service training related to disability and disability law to the college community.
12. Maintains all records as indicated by state, federal and local statutes.
13. Assist with and prepares and submits required state, federal and institutional reports.
14. Coordinate the activities of academic, classified, and student personnel assigned to the DSP.
15. Analyze reports containing medical and psychological data and interpret the relationship of such data to the educational needs of students with disabilities in order to determine eligibility for services with DSP.
16. Teach courses in assigned discipline by communicating subject matter clearly and effectively.
17. Adapt methodologies for students with special needs and different learning styles.
18. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
19. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socio economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.

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20. Participate in faculty responsibilities such as: course and curriculum development and review, student learning outcomes and assessment, program review, committees, research and special projects as needed in the discipline/department or district.
21. Attend and participate in department, division and college meetings and keep posted office hours.
22. Meet record keeping obligations on time, e.g. grades, census, reports, rosters, textbook orders, and requisitions.
23. Maintain and provide current course syllabi as required by California Education Code and Board policy.
24. Foster a professional work and learning environment.
25. Perform other duties as required by the Collective Bargaining Agreement.

Required Qualifications:

EDUCATION AND EXPERIENCE

Masters degree in Rehabilitation Counseling

OR

Masters degree in Counseling, Guidance Counseling, Student Personnel, Clinical or Counseling Psychology, Education Counseling, Social Work, Career Development, Marriage and Family Therapy, Marriage, Family and Child Counseling,

OR

A Bachelors degree in Marriage and Family Therapy or in Marriage, Family and Child Counseling and possession of a license as a Marriage and Family Therapist (MFT);

AND

Either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities,

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OR

Completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a postsecondary Disabled Students Programs and Services (DSPP) Program or in a program dealing predominantly or exclusively with people with disabilities, or two years of fulltime experience, or the equivalent, in one or more of the following;

(A) Counseling for students with disabilities;

OR

(B) Counseling 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, or the equivalent.

*The Equivalent

Desired Qualifications:

Desired Qualifications:

1. Proficient Technological skills.
2. Experienced working with students of various cultural backgrounds

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$102,128 to \$140,193 Entry Level Annual Salary (Academic Salary Schedule 2024-2025); Maximum



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Salary Potential \$181,897. Note: Actual Salary placement is based on candidate's verified education and experience.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Faculty also receive paid sick leave.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

Staff

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