

Program Specialist, DSPS
West Valley-Mission Community College District

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Posted Aug. 28, 2024, set to expire Sep. 22, 2024

Job Title	Program Specialist, DSPS
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Aug. 28, 2024
Application Deadline	09/22/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Program Specialist, DSPS

Closing Date: 9/22/2024

Definition:

Mission College is seeking a talented, equity-minded individual to fill the position of DSPS Program Specialist.

Mission College is located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive

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atmosphere. We are also proud to receive dual designation from the federal government as an Asian American Native American Pacific Islander Serving Institution (AANAPISI) and a Hispanic Serving Institution (HSI).

The Disability Support Programs and Services (DSPS) department supports students with both permanent and temporary documented disabilities to access college-level courses for degree, transfer, certificate programs and career exploration. The DSPS program helps students arrange reasonable accommodations, when eligible, to support students in achieving their educational goals. Additional services include specialized counseling, tutoring, and testing accommodations.

The DSPS Program Specialist will perform routing and specialized administrative support duties related to the activities and operations of the DSPS program; to increase equity and success among students with disabilities, to provide and coordinate support services to students with disabilities, and to provide administrative and analytical support to the Program Director.

Under the direction of the DSPS Director, the DSPS Program Specialist will have assigned functions with the goal of coordinating the students approved academic accommodations and/or auxiliary aids, in compliance of ADA legal guidance, the Rehabilitation Act of 1973 and Title 5 regulations. Examples include but are not limited to:

DSPS Testing: The DSPS Program Specialist, with the support of the DSPS team, will coordinate examination schedules, exam proctoring, and exam related accommodations.

Accommodation Coordination: The DSPS Program Specialist will coordinate support services for students with disabilities including captioning, ASL interpreters, readers, tutors and notetaking services.

Administrative: As needed, the DSPS Program Specialist will support the administrative needs of the department related to coordinating student accommodations. This includes processing student and contractor notice of employment paperwork, as well as working with vendors to gather quotes and coordinate deployment. Additionally, this also includes maintaining records, preparing reports related to program participation, services provided, budget expenditures, and student progress.

Student, Faculty, and Staff Support: Facilitate communication between students, faculty, staff, external agencies to obtain services, adaptive devices, other accommodations to enable students with disabilities to participate in the instructional process. Participate in outreach and student recruitment activities.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and

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educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 11 months per year, with anticipated start date of November 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Mission College, Santa Clara, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$7,462.33-\$8,149.00 monthly (WVMCEA Salary Schedule, Range 64, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 11 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 11 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

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Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Education: Equivalent to an Associates degree from an accredited college with major coursework in a field related to area of assignment.
2. Experience: Two years of responsible experience related to specific program area.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Plan, coordinate and schedule program-related services, activities, events, and meetings.
- Plan, prepare, edit and proofread a variety of materials such as contracts, course outlines, correspondence, requisitions, student records, timesheets, statistical and annual reports, and program guidelines, policies, and procedures.
- Provide information and assistance to students, district faculty and staff, and community members and/or outside groups regarding program operations, activities, and eligibility.
- Serve as initial point of contact for program participants; provide support and advice to students regarding program processes and regulations, and make referrals to appropriate campus and community resources as necessary; assist with problem solving and selecting appropriate solutions.
- Communicate with instructors, vendors, and suppliers regarding program facilities, supplies and equipment; maintain supply inventory; monitor and report needed equipment repairs.
- Create program marketing materials; participate in recruitment and outreach events.
- Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.
- Monitor and analyze data and prepare various financial and narrative reports; may monitor program budget.
- Evaluate the completeness of student applications for assigned programs; coordinate program

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intake processes; assure compliance with program-related regulations; communicate with students regarding missing documents.

- Maintain program facilities in a clean and orderly condition; may coordinate custodial and maintenance functions with district staff; may adjust and perform maintenance or minor repairs to equipment as needed.
- Make recommendations, place orders, and maintain records for the purchase of office equipment and supplies; prepare and process a variety of contracts, purchasing requests, and invoices; receive and store supplies.
- Communicate and coordinate with district and department managers, faculty, and staff to provide information on program services; may assist with development of program policies and procedures.
- Organize and maintain extensive and confidential databases, records, and student files for assigned program. Interpret, articulate, and disseminate information on applicable laws and regulations to students and administrators.
- May function as office manager.
- May participate in and/or serve on various program-related district and outside committees, as assigned.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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