

APPENDIX D**TITLE: INSTRUCTOR/COORDINATOR FOR THE DISABLED**

DEFINITION: The duties of the coordinator for the disabled consist of assignments that total thirty-three (33) hours per week and include instructing and coordinating all services and programs for the disabled.

EXAMPLES OF ESSENTIAL DUTIES: Duties and responsibilities are assigned by the dean and may consist of one or more of the following:

- Instruct students and coordinate programs and services for disabled students.
- Participate in the selection, supervision, and evaluation of all staff members of Disabled Students Programs and Services.
- Assist in the development of and the on-going monitoring of the budget for Disabled Services.
- Implement procedures and ensure compliance with federal, state, and local policies as they relate to Disabled Services.
- Collect, maintain and verify all data necessary for federal, state and local compliance. Initiate, develop and complete all reports required by the federal and state government for Disabled Students Programs and Services by established deadlines (e.g. state Master Plan).
- Plan and coordinate outreach activities and materials for Disabled Services.
- Participate in the Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Provide liaison with on and off campus programs and/or agencies on behalf of Disabled Services.
- Serve as member of key college committees (e.g. Matriculation) where input relating to disabled students is required.
- Attend meetings, conferences, and workshops pertaining to Disabled services.
- Provide in-service training for faculty and staff regarding Disabled Services.
- Maintain direct contact with disabled students on an on-going basis.
- Assist in the planning and evaluation of the Disabled Services Program.
- Prepare and administer annual budgets for assigned area; review and approve

expenditures according to established District policies and procedures.

- Participate in preparation of state and federal grant applications.
- Perform such other duties as may be assigned by the Dean.