Under general direction, the Director, Accessible Education Center (AEC) plans, organizes, directs and integrates operations and staff of the Accessible Education Center; assures compliance with all federal and state laws and regulations related to students with disabilities; advocates for and provides effective learning experiences and service to students with disabilities; and performs related duties as assigned.

The Director of AEC is distinguished from incumbents in other director classes by the responsibility for the district's AEC staff, plans, and programs. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws and codes.

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plan, develop, coordinate, supervise and evaluate all programs of the Accessible Education Center as specified by federal, state and local requirements including: Counseling and Support Services; Vocational Training Partnership with HOPE Services; Adapted Physical Education, CareerPrep, Workability III Program and High Tech Center.
- Supervises program components including learning disabilities assessment, assistive technology, alternative media, and services for deaf and hard of hearing (DHH) students.
- Manages, supervises, and coordinates day-to-day operations of AEC programs, services, and activities, including outreach, orientation, counseling and advisement, tutorials and workshops, priority registration, case management, and recognition ceremonies.
- Advocates strategies and solutions for barriers to access and success for students with disabilities, including policy, program, and facility modifications, and provides awareness through multiple modes of communication, marketing, training and in-service.
- Interprets federal (Section 504 of the Rehabilitation Act of 1973, Section 508 of 1998, the Americans with Disabilities Act of 1990), state (AB 77, Title V), and district regulations pertaining to the rigon 508 of 1998, the BBB2!Mi Dc' hanging practices and legislation, regulations.
 - departmental operations; implements policy and procedural changes as required.
- Promotes understanding and awareness of programs, needs and innovative services in the field of disability services.
- Interprets and implements regulations, guidelines, and reporting requirements of funding agencies and is responsible for timely and accurate preparation, submission, and coordination of all categorical and grant reports for AEC consistent with the State Chancellors Office, other funders, and District policies.

Determines appropriate accommodations for students and works with faculty and							

The Director must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414(a) through (d) OR meet the minimum qualifications for an educational administrator set forth in Section 53420:

- The minimum qualifications for a DSPS counselor or instructor are met by having a Master's degree in the category of disability or a related field, and 15 semester units of upper division or graduate study in an area of disability.
- The minimum qualifications for an educational administrator are a Master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

In addition, the Director must have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

- Instruction or counseling or both in a higher education program for students with disabilities:
- Administration of a program for students with disabilities in an institution of higher education:
- Teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or
- Administrative or supervisory experience in industry, government, 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.

The physical abilities involved in the performance of essential duties

are:

Sedentary position requires use of a computer and related equipment for extended periods of time; frequently exerting 10 to 20 pounds of force to move objects; communicating and providing