

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Supervisor, Becoming Independent	Management Team Supervisory	Range: 8.0 Days: 226

JOB DESCRIPTION:

Under direction, is responsible for the administrative leadership and day-to-day delivery of a wide variety of vocational learning experiences to adult persons with developmental disabilities at the Becoming Independent. S/he works with individual clients in the development and implementation of individual program plans and oversees required reporting systems, regulatory compliance and facility management.

SCOPE:

The Supervisor, Becoming Independent deals primarily with students with developmental disabilities through management decisions, interviews, assessment, parent/guardian communication, progress reporting and classroom assistance.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Oversees the administrative, fiscal and personnel operations of the Becoming Independent vocational activities.
2. Implements operating policies and procedures.
3. Supervises day-to-day learning activities.
4. Prepares activity schedules for clients and staff.
5. Maintains and submits data on attendance and other required student records.
6. Orders supplies and materials to support the instructional program.
7. Conducts student interviews and does assessment testing.
8. Serves on the Management Group to assist Becoming Independent with agency planning.
9. Directs staff in communication with client families and other care providers as needed.
10. Maintains compliance with governmental regulations including health and safety standards.
11. Initiates short and long range plans.
12. Maintains fiscal integrity of program.
13. Attends SRJC Management Team meetings.

SUPERVISOR, BECOMING INDEPENDENT

14. Assists with instruction and evaluation of students based on Individual Program Plan.

KNOWLEDGE OF:

1. Instructional methodology.
2. Individual Program Plans.
3. Assessment procedures.
4. Interview techniques.
5. Records systems.
6. Regulations and budgeting procedures.

ABILITY TO:

1. Provide the needed educational service required to achieve the goals of each student's Individual Program Plan.
2. Maintain an up-to-date set of comprehensive student records.
3. Interview students and assess their educational needs.
4. Monitor student progress.
5. Interpret and comply with a variety of regulations.
6. Modify the curriculum in order to meet the changing needs of the students and programs.
7. Direct and train staff to accomplish educational goals.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

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

Education:

Bachelor's Degree in Special Education, Rehabilitation, or a closely related field.

Experience:

Paid experience working with developmentally disabled adults.

SUPERVISOR, BECOMING INDEPENDENT

SUPERVISION RECEIVED:

The Supervisor, Becoming Independent reports to the Dean, Continuing Education and Strategic Program Development.

SUPERVISION EXERCISED:

Serves as the initial supervisor of the instructional program including the coordination of instructional staff, new student orientation and scheduling.

Board Approved: June 13, 2006