Director, Disability Services

Job Code 00001527

General Description
Responsible for directing the operations of the Office of Disability Services which coordinates accommodations and support services for enrolled students with disabilities at the University.

Examples of Duties
Develop, administer and monitor program budget.
Screen, interview, hire, train and supervise program staff.
Compile reports on program activities and services.
Identify and establish program goals, make additions, changes and deletions to the Strategic Plan.
Respond to requests for general information from enrolled students, and program information from potential students and family members.
Respond to requests for interpretation of legal mandates on campus issues related to ADA.
Interpret federal law and court rulings and interpretations affecting services for students with disabilities.
Evaluate program staff.
Develop program policies and recommend University policies and procedures for incorporation in University policy statements.
Consult with faculty regarding instructional needs and reasonable accommodations for students with disabilities.
Consult with other campus departments regarding the needs of students with disabilities.
Present information on program services and coordinate programming activities to increase awareness about the needs and abilities of persons with disabilities.
Monitor the University’s self-evaluation plan for progress towards compliance with ADA.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Word processing, database management, spreadsheets and ledgers; University policies; federal laws and state laws pertaining to accommodations for students with disabilities; local, state and federal agencies serving persons with disabilities.

Skill in: Interacting and working as a team member with many types of individuals; serving as an intermediary to handle student complaints and grievances.

Ability to: Read and understand federal laws; interpret court rulings; understand policies and procedures; understand basic accounting measure; write reports, letters and memorandums, write newsletters, develop policies and procedures; perform intermediate math; prepare and deliver presentations.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements