Assistant Director, Disability Services

Job Code 50012689

General Description
To assist the Director in the overall operation of the Disability Service office and to assist with the development and maintenance of the Texas State ADA self-evaluation.

Examples of Duties
Manage program services for students with cognitive/LD needs.
Develop policies and procedures for disabled students.
Monitor annual progress toward completion of strategies and provide guidance to ODS staff.
Perform intake interviews of students to determine need for accommodations.
Analyze on-line prescreening disability assessment.
Assign students to appropriate ODS specialist based on needs.
Evaluate program activities through the development of student learning outcomes.
Supervise and evaluate members of staff.
Serve as Director in Director’s absence.
Assist in managing departmental budgets.
Assist in establishing and enforcing goals and objectives.
Act as office liaison with other departments.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Section 504 of the 1973 Rehabilitation Act and the ADA; psychoeducational and neuropsychological assessment instruments; interpret cognitive processing models; learning disabilities, Attention Deficit Disorder and traumatic brain injury.

Skill in: Preparing professional letters; establishing rapport with clients; negotiating solutions for difficult situations and problem solving and decision making.

Ability to: Create grant proposals; conduct a presentation for various groups and conduct personal interviews.

Educational Experience
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