Associate Director, Disability Services

Job Code 50027830

General Description
Responsible for providing evaluation services to students with suspected disabilities and coordinating evaluation services while analyzing documentation to determine eligibility for accommodations.

Examples of Duties
Provide leadership in the use of assistive technologies
Conduct initial consultations with students seeking accommodations and services.
Assist with the supervision of the department, budget management and facilities/equipment management.
Coordinate and evaluate programs and activities.
Create bi-annual ODS newsletter.
Supervise staff.
Assist director in departmental planning, programming and budget preparation.
Respond to consultation requests.
Provide assessment of services and learning outcomes.
Deliver formal training and technical consultation regarding access for students who receive accommodations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Section 504 of the 1973 Rehabilitation Act and the ADA; UPPS 07.11.01, personal computer and software, physical, psychological, learning and other disabilities, interpreting and captioning services for the deaf and hard-of-hearing.

Skill in: Preparing case assessment reports, case summaries, university reports, letters, memos, email, professional articles, establishing rapport with faculty, staff and students, directing the work of others, establishing trust with students, coordinating and supervising interpreting services, identifying appropriate and reasonable accommodations, determining the effective use of assistive technology.

Ability to: Read case notes, laws, professional journals, memos, letters, mail, assessment reports, UPPS, perform basic statistics, interpret, consult, teach/train, refer, supervise, give direction and negotiate, conduct presentations, communicate information.

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
Bachelors Degree.

Reviewed 5/17