

## POSITION DESCRIPTION

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**TITLE: Director of Accessibility Services/ADA Coordinator - (Exempt)**

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Director of Accessibility Services/ADA Coordinator is responsible for leading the Office of Accessibility Services (OAS) and overseeing the delivery of accommodations and support services to students with a range of disabilities. These disabilities may include, but are not limited to, ADD/ADHD, autism spectrum disorders, anxiety/depression, physical and sensory disabilities, chronic illnesses, and assorted learning disorders. Reporting to the Vice President for Student Affairs, the Director of Accessibility Services/ADA Coordinator provides both initial assessment and ongoing monitoring of appropriate and reasonable accommodations for students who qualify under the Americans with Disabilities Act/Section 504. The Director of Accessibility Services/ADA Coordinator will collaborate with appropriate faculty and staff to facilitate student academic success, and works with students to help them adapt to the challenges of college. The Director of Accessibility Services/ADA Coordinator will supervise other staff members and affiliates of OAS. The OAS works with students, faculty, and staff to promote access on our campus.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Oversees and manages daily operations of the Office of Accessibility Services, including supervision of the Coordinator of Accessibility Services and any other staff members.
- Engages in interactive processes to assess individual students' needs for reasonable accommodations, including a detailed review of all disability-related documentation.
- Consults with students, external professionals, and family members to develop and implement appropriate academic accommodations and plans for college success.

**Position Description**  
**Director of Accessibility Services/ADA Coordinator**  
**Page 2**

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- Functions as a resource for students on matters of academic advising, understanding academic policies, and student support.
- Provides ongoing support and advocacy for students with disabilities, both in and outside of the classroom.
- Works with campus partners to ensure compliance with accessibility requirements of ADA and Section 504 regarding the student academic, dining, and residential experience.
- Collaborates with faculty to ensure that reasonable accommodations are being provided, including intervention as needed when disability-related issues arise in the classroom.
- Supports (and trains as needed) faculty and staff in the use and implementation of assistive technology and other strategies to maintain an accessible learning environment.
- Oversees the testing center.
- Maintains accurate and complete records of student accessibility issues and accommodations through the Accommodate software system.
- Serves as a liaison to campus and the greater community in regard to issues related to accessibility services and programs.
- Develops and disseminates educational/informational training, materials, and programming for student, faculty and staff to promote the goals of Accessibility Services.
- Works with the Academic Judicial Board, Academic Conduct Board, and other conduct processes to determine appropriate accommodations for conduct processes, as needed.
- Generates creative and practical solutions to address existing and emerging needs for disability support.
- Serves as a Campus Security Authority.

**PREFERRED QUALIFICATIONS:**

- Familiarity with Autism Spectrum Disorders and knowledge of effective strategies and the techniques to assist these students.
- Knowledge of current trends and issues related to the field of Accessibility Services.
- Familiarity with neuropsychological/psycho-social assessment instruments and the interpretation of results of such testing.
- Familiarity with and commitment to an undergraduate liberal arts education.

**Position Description**  
**Director of Accessibility Services/ADA Coordinator**  
**Page 3**

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**MINIMUM QUALIFICATIONS:**

- Education: Master's degree in disability studies, psychology, social work, special education or a related field preferred.
- Experience: Minimum of five (5) years' experience in accessibility support services, counseling, or a related field, preferably in a higher education setting.
- Significant experience working with students with disabilities in a secondary or higher education setting.
- Excellent written, oral, and interpersonal communication skills.
- Knowledge of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), and other relevant laws is helpful.
- Knowledge of and experience with assistive/adaptive and instructional technologies.
- Commitment to working with and supporting the needs of a diverse population.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.