

JOB INFORMATION

Effective Date	3/14/2024
Job Code:	2280
Job Title:	Director, Accessibility Services
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Assessment & Planning
Job Summary	The Director of Accessibility Services provides leadership regarding disability-related services and is responsible for implementing all pertinent disability-related legislation and guidelines. The director is responsible for developing, coordinating and implementing programs, services, assessments, policies, procedures and strategic goals in regards to a comprehensive accessibility program. Supervises full time and student staff in implementing these services while advising the University with regard to understanding, adhering to and developing policies and procedures for serving students with disabilities. Serves as an advocate for students with disabilities to ensure an understanding and responsiveness for and to their needs. Acts as liaison to faculty, staff, area high schools, community colleges, and veteran groups.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in Rehabilitation Counseling, Learning Disabilities, Psychology, Special Education, Higher Education Administration or other related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Progressive experience with implementing legally mandated accommodations in higher education.	Required	
Considerable	Experience with assistive technologies (e.g., JAWS, Zoom text, Dragon, text-to-speech software) and document conversion software (e.g., Adobe, Omni page).	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Experience working with students with a broad range of disabilities. Experience with non-traditional age students, and veteran students with disabilities. Certification in Assistive Technology.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certification in Assistive Technology		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Must have a demonstrated mastery of all relevant legislation - Americans with Disabilities Act (ADA), Section 504, and related standards, and translation of legislation into policy. 	Skilled
<ul style="list-style-type: none"> Must be able to effectively develop and lead teams. 	Skilled
<ul style="list-style-type: none"> Must have a comprehensive knowledge of Assistive Technology including, alternative text production and accessibility solutions in distance education. 	Skilled
<ul style="list-style-type: none"> Must be able to lead a diverse set of professional, support, and student staff to effectively provide services to students. 	Skilled
<ul style="list-style-type: none"> Must have a formal understanding and knowledge of serving students with disabilities. 	Skilled
<ul style="list-style-type: none"> Must be able to analyze and synthesize ADA laws and guidelines. 	Skilled
<ul style="list-style-type: none"> Must be student centered and understand the needs of students with disabilities in higher education. 	Skilled
<ul style="list-style-type: none"> Must be able to communicate with and build positive relationships with all stakeholders including faculty, staff, students, parents, and community agencies. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Manages overall operation of Disability Services including planning, budgeting, monitoring disability law and guidelines, analyzing and implementing guidelines and practices as outlined through AHEAD, ADA, etc., and assessment of services; drafting policies and procedures; and supervising professional, support and student staff. Coordinates the development, design, editing and printing/posting of all formal external communications (i.e., print publications, webpages, forms, correspondence, and annual reports). 	25%
<ul style="list-style-type: none"> Monitors procedures and methods of providing services, scheduling service provisions, and the maintaining of student information tracking system. 	25%
<ul style="list-style-type: none"> Provides consultation, information, resources, and training workshops to faculty, staff, and students and prospective students and parents. 	25%
<ul style="list-style-type: none"> Collaborates with and trains faculty and staff to provide individual accommodations to students. 	10%
<ul style="list-style-type: none"> As the University ADA coordinator, works closely with Human Resources and the Equal Opportunity Services Administrator regarding employee disability issues. 	5%
<ul style="list-style-type: none"> Maintains liaison/networking relationships with community and external agencies, state and federal rehabilitation services, including area high schools, community colleges, and veterans groups. 	5%
<ul style="list-style-type: none"> Pursues grants and other alternative funding sources. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description