

University of Houston – Clear Lake

Position Description

Job Title: **Director, Accessibility Services**

Job Code: **2280**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Rehabilitation Counseling, Learning Disabilities, Psychology, Special Education, Higher Education Administration or other related field.	Ph.D.
Experience	Three years of clear and effective administrative leadership experience including supervising staff. Five years of experience in implementing legally mandated accommodations and understanding the needs of students with disabilities in a higher education setting. Experience working with software Disability Services uses: Kurzweil, Dragon, MAGic, and Omnipage.	Experience working with non-traditional age students. Demonstrated experience in working with learning disabilities. Experience working with veteran students with disabilities.
License/Certification		Certification in Assistive Technology.

This position may be security sensitive requiring a background check of the final candidate.

POSITION 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.

Duties and responsibilities

% Time

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
Monitors procedures and methods of providing services, scheduling service provisions, and the maintaining of student information tracking system.	25
Provides consultation, information, resources, and training workshops to faculty, staff, and students and prospective students and parents.	25

Collaborates with and trains faculty and staff to provide individual accommodations to students. As the University ADA coordinator, works closely with Human Resources and the Equal Opportunity Services Administrator regarding employee disability issues. Maintains liaison/networking relationships with community and external agencies, state and federal rehabilitation services, including area high schools, community colleges, and veterans groups. Pursues grants and other alternative funding sources.	25
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This position description describes the general qualifications, duties and responsibilities of work being performed.