

JOB INFORMATION

Effective Date	7/14/2021
Job Code:	2300
Job Title:	Asst Dir Accessibilty Support
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Assistant Director is responsible for providing support and case management to students with disabilities as specified by the mandates of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act (ADAA) of 2008, and state and university policies.

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/Clinical Psychology /Higher Education/Special Education or a related field with emphasis on supporting students with disabilities in postsecondary education settings.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Experience working with individuals with disabilities. Experience with assistive technologies.	Required	
Progressive	Experience working with non-traditional age students and veteran students with disabilities. Experience with JAWS, MAGic, and Kurzweil.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 	Skilled
<ul style="list-style-type: none"> Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins. 	Skilled
<ul style="list-style-type: none"> Knowledge and good judgment in matters of university policy and procedures. 	Skilled
<ul style="list-style-type: none"> Skills in Microsoft Outlook, Power Point, Word, and Excel 	Skilled
<ul style="list-style-type: none"> Skills in use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. 	Skilled
<ul style="list-style-type: none"> Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. 	Skilled
<ul style="list-style-type: none"> Ability to communicate information and ideas effectively. 	Skilled
<ul style="list-style-type: none"> Ability to make administrative decisions, interpret policies, and supervise staff 	Skilled
<ul style="list-style-type: none"> Ability to interact with a variety of individuals in a professional, courteous and tactful manner. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Review and interpret student confidential medical and psychological evaluations to determine eligibility for services and appropriate accommodations. 	20%
<ul style="list-style-type: none"> Provide ongoing student case management, follow-up and support of accommodations both in and out of the classroom, as well as related faculty support and advocacy. 	20%
<ul style="list-style-type: none"> Maintain confidential student files, records and correspondence. 	20%
<ul style="list-style-type: none"> Develop, monitor, adjust and evaluate individual accommodation plans for students. 	10%
<ul style="list-style-type: none"> Support the Accessibility Support Center Director in developing, coordinating and implementing faculty/staff workshops and seminars on disability laws, policies, and serving students with disabilities. 	10%
<ul style="list-style-type: none"> Assist the Accessibility Support Center Director in providing information about disability-related services and documentation requirements to current and prospective students, university administration, faculty, staff, parents, and high school teachers/counselors. 	10%
<ul style="list-style-type: none"> Provide personal growth and disability-related counseling and referrals to other appropriate resources. 	5%
<ul style="list-style-type: none"> Additional Duties/Responsibilities as assigned. 	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
10%	