

JOB INFORMATION

Effective Date	10/19/2021
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	
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of clear and effective administrative leadership experience including supervising staff	Required	
Considerable	years of experience in implementing legally mandated accommodations and understanding the needs of students with disabilities in a higher education setting	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	experience working with software Disability Services uses: Kurzweil, Dragon, MAGic, and Omnipage	Required	
Less than 3 yrs	experience working with non-traditional age students. Demonstrated experience in working with learning disabilities. Experience working with veteran students with disabilities	Preferred	

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs	Proficiency
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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

Physical Demands

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

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description