



Human Resources

<b>Job Title:</b> Associate Director of Student Disability Services	<b>FLSA Classification:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>Reports to:</b> Director of Student Disability Services	<b>Location:</b>
<b>Department:</b> Student Disability Services	<b>Division:</b>
<b>Employment Category:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Paygrade:</b>

**PRIMARY PURPOSE OF POSITION**

It is the role of the Associate Director of Student Disability Services to ensure that all St. Edward’s students, Graduate, and Undergraduate, who are diagnosed with a disability, receive the services and accommodations that are within their legal rights. The Associate Director upholds St. Edward’s mission by safeguarding the precept that there will be no discrimination either in the recruitment, admission, educational process, or treatment of students with disabilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Determines if student is eligible under the Americans with Disabilities Act Amendment Act (ADAAA).
- Clarifies students' request for services and reviews documentation related to disability and functional limitations.
- Identifies and approves reasonable accommodations for eligible students based on individual needs.
- Arranges for and provides direct disability services; coordinates with faculty and staff to ensure equal access to educational programs and services.
- Monitors the effectiveness of student accommodations in the educational process, including assistive technology.
- Monitors the academic progress of students with disabilities and provides on-going support as needed.
- Educates students regarding their disabilities: characteristics, learning and coping strategies
- Maintains disability documentation and student records in a confidential manner. Updates and maintains as appropriate.
- Maintains collaborative and consultative relationships, and mediation when appropriate, with faculty, staff, community resources, parents, and others involved in providing accommodations to qualified students.

- Provides training to faculty and staff regarding disability law and compliance in higher education.
- Assists with updating departmental website, resource materials, policies, and procedures.
- Participates on campus-wide committees and initiatives that further the mission of SDS.
- Maintains working knowledge of university curriculum, academic programs, policies and procedures.
- Participates in and provides professional development opportunities for staff.
- Serves as a deputy ADA Coordinator providing assistance to the ADA Coordinator by:
  - Ensuring compliance with all relevant federal and state laws pertaining to individuals with disabilities.
  - Providing training regarding the rights of persons with disabilities and accommodation implementation with an emphasis on inclusive design.
  - Consulting about campus-wide accommodation requests, implementation or grievances as needed.
- Performs other duties as required

#### **QUALIFICATIONS**

- Graduate degree in counseling or equivalent required. (mental health counseling, social work, marriage and family therapy etc.)
- Licensed mental health professional (LPC, LMSW, LCSW or equivalent) or eligible upon hiring
- Minimum of 5 years of experience working in higher education with students with disabilities in an academic and/or mental health counseling role.
- Working knowledge of the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of the Rehabilitation Act, the Fair Housing Act and all other relevant federal and state laws pertaining to individuals with disabilities.
- Ability to work with a diverse constituency including faculty, staff, and students.
- Excellent interpersonal, oral and written communication skills.
- Ability to follow workplace and attendance guidelines.
- Successful completion of an employment and/or criminal history background check required.

#### **WORKING CONDITIONS**

**SCHEDULE:** This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

#### **PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.

- While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
- Physically able to spend significant time reading both on paper and on a computer.
- Ability to travel by car and plane for University business. Ability to drive.

#### **SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is received by the Director of Disability Services.

**SUPERVISION EXERCISED:** Functional supervision is provided to assigned exempt personnel.

#### **EXPECTATIONS**

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- Adhere to the policies and procedures established by St. Edwards University.

*with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required. I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Employee (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

HR OFFICE USE ONLY:	
<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Printed Name of Approver:</b>	<i>Printed name of the person with the authority to approve the job description.</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>