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| **Job Title:** Director of Student Disability Services & ADA/504 Coordinator | **FLSA Classification:**  X Exempt ☐Nonexempt |
| **Reports to:** AVP for Student Success | **Location:** Moody Hall |
| **Department:** Student Disability Services | **Division:** Student Success Center |
| **Employment Category:**  X Full-Time ☐ Part-Time | **Paygrade:** 418 |

**PRIMARY PURPOSE OF POSITION**

It is the role of the Director of Student Disability Services (SDS) and ADA/504 Coordinator 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 Director upholds St. Edward's mission by collaborating with the campus community to safeguard the precept that there will be no discrimination either in the recruitment, admission, educational process, or treatment of students with disabilities. The Director supervises the student disability services team and provides academic counseling for students with disabilities. This position is supervised by the Associate Vice President for Student Success

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**SDS role**

* 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.
* Manages the administrative process for the department, which includes maintenance of department electronic files, student records, statistics and data disability documentation in a confidential manner.
* Maintains collaborative and consultative relationships with faculty and 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.
* Oversees departmental website, resource materials, policies, and procedures.
* Participates on campus wide committees and initiatives that further the mission of SDS such as the Behavioral Intervention Team, Leadership Team for the Student Success Center, and the other University committees.
* Partners with colleagues in the Dean of Students Office, Office of Student Involvement, Health and Counseling Center, Residence Life, Office of Instructional Technology, Academic Affairs, University Police, and others to facilitate access and accommodations for students with disabilities.
* Maintains working knowledge of university curriculum, academic programs, policies and procedures.
* Participates in and provides professional development opportunities for staff.
* Provides mediation, when necessary, between stakeholders including students, parents, staff and faculty.
* Assesses all services provided by Student Disability Services.
* Supervises the SDS team: Associate Director and the Disability Counselor.
* Oversee testing services including the SDS Testing Center.
* Provides financial oversight of department budget.

**ADA/504 Coordinator role**

* In collaboration with Human Resources, Risk & Compliance, and other university entities, formulate policies and practices that will facilitate:
  + ADA and 504 compliance efforts across the institution that are consistent with the university's mission, goals, operational needs, and/or academic requirements.
  + Prompt and equitable resolution of complaints and inquiries from students and the public, regarding compliance with the ADA and other applicable federal and state laws concerning discrimination on the basis of disability.
  + The development and maintenance of written materials and other informational pieces to broadly disseminate information regarding the ADA and other disability laws and regulations.
  + The education, training and guidance on the rights of persons with disabilities and the university's responsibilities pertaining to the ADA and other disability laws and regulations. Provides leadership and oversight for all ADA-related programming initiatives for faculty, staff and students.
  + The assessment of the effectiveness of existing programs designed to support the university's compliance with federal and state disability laws and regulations and with university policy.
* Provides guidance and assistance to campus departments in implementing accommodations and developing office practices with an emphasis on accessibility.
* Maintains current information regarding state and federal laws and regulations as well as the best practices of other universities concerning the rights of persons with disabilities and ways of providing reasonable accommodations to persons with disabilities while maintaining program performance standards.
* Researches, develops and collaboratively implements best practices for creating an inclusive and accessible environment at the university for individuals with disabilities.
* Consults with university leadership on electronic and information technology, and website accessibility in the classroom (physical and on-line) and in outreach with the public consistent with best practices in higher education.
* Consults with university leadership to assist with compliance with technical requirements under the ADA guidelines regarding building and facility accessibility and architectural changes.
* Serves on institutional committees and tasks forces as needed.
* Performs other duties as required.

**QUALIFICATIONS**

* Graduate degree in counseling or equivalent required. LPC, LMFT, PhD, PsyD, LMSW or LCSW preferred.
* Minimum of 5 years of experience working in educational with students with disabilities in an academic and/or mental health counseling; higher education preferred.
* Licensed mental health professional (LPC-S preferred, LCSW, Psy D., PhD or equivalent).
* Working knowledge of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the Fair Housing
* Act and all other relevant federal and state laws pertaining to individuals with disabilities.
* Supervisory experience required.

**WORKING CONDITIONS**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth. (ADA, OSH Act, and Occupational Safety and Health Administration Standards

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

Disability Counselors - 2

**EXPECTATIONS**

* Ability to work successfully as member of collaborative team.
* Excellent interpersonal, written and oral communications skills.
* Ability to work with a diverse constituency including faculty, staff, and students.
* Ability to manage tasks and projects independently.
* Skills in word processing, use of web resources and database records.
* Successful completion of an employment and/or criminal history background check required.
* St. Edward's University is an equal opportunity employer and hires only U.S. citizens and documented workers.

*This document describes the general purpose, duties and essential functions associated 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:

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