

JOB DESCRIPTION



Position Title: Director of Accessibility Services

Department: Student Services

Employment Category: Exempt Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX12

Position Summary: The Director of Accessibility Services is responsible for interpreting and applying the provisions of the Americans with Disabilities Act (ADA) and Section 504 as it applies to students and employees, for developing policies and procedures to ensure compliance with related regulations, and for working with students, managers, and employees in meeting the identified needs.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Interprets federal/state laws and regulations to develop and implement policies, procedures and forms to achieve compliance with the ADA; grants accommodations to students and directs staff to carry them out; reviews and investigates complaints and grievances relating to accommodations

Consults with medical professionals, vocational rehab counselors, occupational or technical experts as needed to ensure accommodation decisions are appropriate and reasonable; conducts interviews with students, employees, medical professionals, vocational rehab experts and other occupational or technical experts to obtain or clarify information related to ADA claims

Collaborates with the Vice President for Student Services and Executive Director of Human Resources to resolve student and employee related ADA issues; informs supervisor of ADA issues, violations, and recommended accommodations; develops accommodations and makes decisions for the recommendation or denial of student and employee accommodations based on appropriate documentation; directs appropriate staff to carry out the provisions of the accommodations; oversees student database

Maintains ADA files; ensures appropriate documentation is received to support accommodation claims and associated decisions; reviews and investigates complaints and charges regarding ADA-related issues to include student-initiated facility complaints; follows up with students and employees to ensure that ADA accommodations are being provided, and works with college administration to correct deficiencies

Prepares a final report for each ADA claim/request for accommodation; develops and maintains program budget; ensures compliance with relevant federal/state laws and regulations governing ADA

Collaborates with other department staff to support department initiatives and projects

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's degree in a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years related experience

Preference may be given to individuals with prior program coordination experience working with persons with disabilities

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of disability law/compliance in a postsecondary environment

Knowledge of budget preparation, monitoring and administration

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in strategic planning and developing program goals and objectives

Skill in analyzing and problem solving

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. May require working evening and weekends and travel between campus and center locations.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Compliance/Title IX Coordinator

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at anytime as needed without notice. This job description supersedes earlier versions.