

DISABILITY SERVICES

Position: ASSISTANT DIRECTOR OF DISABILITY SERVICES

Department: OFFICE OF DISABILITY SERVICES

DESCRIPTION OF DUTIES: Assistant Director of Disability Services oversees the coordination and provision of all reasonable accommodations for students with disabilities, including negotiation and approval of service providers for students with learning disabilities and ADHD, negotiating and collaborating with faculty members regarding accommodation, and reviewing any and all grievances brought forth by students with disabilities. The Assistant Director provides support to all areas of Newbie University including review and consultation on all construction/building projects and in development of University policies/procedures specific to access for persons with disabilities in consultation with the University's ADA Compliance Officer. The Assistant Director is responsible for the assessment process and the development and coordination of retention/intervention services for students with disabilities including working both 1:1 with students as well as with groups to provide support, advocacy, and coaching specific to issues related to disability. The Assistant Director oversees the collection of data and generation of reports regarding services and serves as the University resource regarding disability.

REQUIREMENTS: Experience in the provision and direction of services for persons with disabilities. A minimum of two (2) years experience in a post-secondary setting. Experience with staff supervision and with budgeting. Experience in interpretation of psycho-educational test results and reports, as well as other forms of medical and or psychological documentation. Master's degree required. Bachelor's degree with a minimum of three years of experience providing accommodations to students with disabilities at a post-secondary level may substitute.