

Clark Atlanta University Job Description

Position Title:	Assistant Director of Disability Services
Employee:	Full-Time
Department:	Counseling and Disability Services
Reports To:	Director, Counseling and Disability Services

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Under the supervision of the Director of Counseling and Disability Services, the Assistant Director of Disability Services is responsible for managing daily operations of the disabilities function of the office; directing activities related to student disabilities services and accommodations and assists the Director with ensuring compliance. The Assistant Director is responsible for developing and providing programming for efforts related to retention, academic support, disability inclusion, and universal design to campus and community constituents. The Assistant Director is responsible for coordinating and supervising various retention initiatives, including academic support, disability services, and other programs for disabled students. The Assistant Director is responsible for building collaborative relationships across a wide range of academic support areas that will assist in achieving the University's strategic plan and goals relative to student success. In accordance with the Americans with Disabilities Act (ADA), identifies essential functions of the job required to be performed with or without reasonable accommodations. The requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration by the Assistant Director and Director in conjunction with other key stakeholders. For these purposes of the ADA, these functions are marginal only to individuals who are unable to perform functions with or without reasonable accommodations because of a covered disability.

Essential Job Duties and Responsibilities:

- Responsible for developing, planning, and coordinating accommodations and specialized support for students with disabilities at Clark Atlanta University;
- Works closely with students to determine appropriate accommodations under the ADA;
- Evaluates, verifies, and interprets documentation from various professionals to determine eligibility;
- Responsible for intake interviews, registration for services, prompt response to student requests for accommodations, assisting with the identification and development of appropriate academic accommodations, ongoing disability-related support, advising students and families, reviewing documentation, determining eligibility for accommodations, writing accommodation letters, training students on learning software and assistive technology, acquiring audiobooks, and coordinating electronic course material accommodations;
- Responsible for advising faculty and staff on the implementation of accommodations;
- Responsible for ensuring that CAU follows section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) and the revisions under the ADA as well as the Fair Housing Act;
- Responsible for collaborating with Residence Life and Student Development and Facilities to coordinate appropriate housing accommodations for students with covered disabilities;
- Assists the Director of Counseling and Disability Services and campus partners in creating policies related to Disability Services;

- Assists CAU with and interprets federal and state policies relevant as needed;
- Supervises work study students and graduate assistant(s);
- Monitors CAU accommodation expenditures and develops fiscally prudent recommendations that ensure timely, consistent accommodations while maintaining good stewardship;
- Responsible for confidential data regarding disability records and must maintain records in accordance with professional standards;
- Perform other related duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Synthesizes complex or diverse information; collects and researches data, uses intuition and experience to complement data; designs work flows and procedures;
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics;
- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others’ ideas and tries new things;
- Speaks clearly and persuasively in positive and negative situations; listens and gets clarification, responds well to questions; demonstrates group presentation skills, participates in meetings;
- Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to interpret written information;
- Works within approved budget; develops and implements cost saving measures; articulates financial implications and realities;
- Treats people with respect; keeps commitments; inspires the trust of others; works with integrity; and ethically; upholds organizational values;
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes and schedules other people and their tasks; develops realistic action plans;
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality;
- Experience with and understanding automated systems and analytical and reporting tools; proficiency with Excel, Word, and Power Point and complex databases with related query and reporting tools;
- Demonstrates strong customer service orientation; history of collegial and respectful working relationships with students, faculty, staff, and administrators from all sectors of the campus and with representatives of external bodies including public and private entities;
- Willingness to work nights and occasional weekends.

Minimum Hiring Standards:

Education	Earned Master’s Degree in Special Education, Social Work or School Psychology or related field of study.
Years of Experience Required	3 plus years’ work experience in higher education and disability services.
Years of Management/Supervisor Experience	Experience in managing students and assisting them in connecting with appropriate resources and time management and organizational support.