

Director Disability Student Services
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=130962>

Downloaded On: Dec. 6, 2019 5:10am

Posted Oct. 7, 2019, set to expire Feb. 6, 2020

Job Title Director Disability Student Services

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted Oct. 7, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Director/Manager

Academic Field(s) Student Services

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Job Description

Provides leadership, vision, and supervision for two major functions in academic affairs: Disability Support Services (DSS) and Testing & Tutoring (T&T). Leads the Disability Support services and T&T staff and student employees who coordinate accommodations and services for students with disabilities and students with testing/tutoring needs.

Oversees and directs daily operations including: three full-time staff; budget management; student intakes; accommodations determination and execution; test administering; student employee hiring, training, supervision, and scheduling; and records maintenance. Advises, trains and collaborates with

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faculty and staff regarding accessibility issues and strategies.

Arranges and coordinates reasonable educational accommodations for students with disabilities in accordance with the American's with Disabilities Act and Section 504 of the Rehabilitation Act. Promotes integration of accessibility and inclusiveness campus wide. Oversees the T&T coordinator to set direction and help implement support functions for all students.

Essential Job Functions, Duties, or Accountabilities:

Provides vision, strategy, operational direction and implementation of existing and new services. Works with staff to plan for current and future services, works with VCAA to submit budget for capital, staff and operational expenses. 20%

Reviews various types of medical documentation and psychological reports; interfaces with medical professionals, special education teachers and other agencies; conducts intake for students; and determines eligibility for appropriate educational accommodations and services. 20%

Counsels, advises, negotiates, collaborates, and/or resolves issues of conflict, dispute, concern, or misunderstanding reported by students, parents, faculty, or staff 30%

Each semester, recruits, trains, hires, schedules and supervises approximately 25 to 35 student employees (note takers, readers/scribes, interpreters, special office projects staff, etc.) to fulfill accommodations needs. Daily supervision of two full-time DSS office staff including one Accessibility Specialist, one Autism Services Coordinator, and part-time student employees academic coaches and office / special office projects. This includes training of faculty as appropriate and collaboration with the Testing Center and it's proctors. Creates and presents instructional programs for faculty and student service departments to foster student success. Ensures DSS practices are compliant with American's with Disabilities Act and Section 504 of the Rehabilitation Act by maintaining active membership in professional organizations and attending relevant conferences. Reads compliance newsletter and the profession's list-serves. Networks with national DSS leaders and Arizona's post-secondary directors and staff. 20%

Create, update and maintain an accessible, inviting, informative and educational web page for a variety of audiences. Gather statistical data, and prepare proposals and reports to lead campus in anticipation and planning for growing population of students with disabilities and the resulting increase in demand for services, and need for training, and resources. Evaluates DSS procedures and campus needs to

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improve services and training to students, faculty, and staff. Work with T&T coordinator to do similar functions for that area of student support. 10%

Qualifications

Master's degree. Area of study: Student support and Human Relations or other closely related professional degree and at least five-ten years of professional work experience with college students (teaching or student services)

Minimum Required skills, knowledge, abilities:

Extensive knowledge of the American Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act

Understanding of the social and legal issues that impact services for students with disabilities in higher education

Experience working with individuals with disabilities

Excellent case management, organizational, project and managerial skills

Knowledge of assessment as applied to educational settings, assistive technology, and legal considerations affecting students with disabilities

Working knowledge of computer and office software programs

Supervisory experience including budgeting skills, data collection and report writing abilities

Ability to oversee testing & tutoring functions

Ability to adapt in a changing workplace

Ability to work independently with demonstrated strategic decision-making capabilities

Ability to work collaboratively and professionally as a team and exercise good judgment and decision-making skills.

Effective oral and written communication skills

Ability to maintain strict confidentiality of student information

Ability to relate well with a diverse populations including students, faculty, staff, administrators and parents

Willingness to research relevant case law in postsecondary disability services, and to research and implement best practices in learning support

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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