

**Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Lead Disability Specialist and Supervisor (4560U), Disabled Students Program - 78357
<b>Department</b>	Disabled Students Program
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6240701">https://apptrkr.com/6240701</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Lead Disability Specialist and Supervisor (4560U), Disabled Students Program - 78357**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

The Disabled Students' Program (DSP) provides a wide array of legally mandated services to students with disabilities and consists of approximately 41 FTE, serves over 5,600 students, and hires over 400 service providers and student volunteers to provide educational support to this growing population. DSP also has responsibility for fiscally managing a Department of Education TRIO Student Support Services federal grant and oversees the Disability Cultural Community Center. The Lead Disability Specialist and Supervisor works in a challenging and complex environment where DSP's services to students are legally mandated by federal and state law and therefore must be provided even as the student need for these services increases each year.

## Position Summary

The Lead Disability Specialist and Supervisor position primarily focuses on supervising professional career staff, staff development, and the planning, coordination, and implementation of services and processes that ensure students with disabilities have equitable access to the academic and campus environment in compliance with federal and state disability law. The Disabled Students' Program employs two Lead Disability Specialists and Supervisors who work directly with assigned cohorts of Disability Specialists and who collaborate with one another and with the broader DSP Supervisor and Management teams.

## Application Review Date

The First Review Date for this job is: 06/02/2025.

## Responsibilities

**Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

**Supervision, Leadership, and Unit Oversight**

- Provides direct supervision, mentorship, and professional development to a team of Disability Specialists.
- Oversees workload distribution, performance evaluations, and supporting staff in meeting expectations related to case management, service quality, timeliness, and professional conduct.
- Oversees and leads the recruitment and hiring efforts for the DSP Disability Specialist unit.
- Leads internal training and onboarding for new and continuing Disability Specialists to ensure consistency in practices, procedures, legal compliance, and evolving campus standards.
- Identifies training needs and collaborates with the DSP Senior Policy Analyst to design or coordinate learning opportunities to support team growth and service quality.
- Responds to and resolves student and faculty complaints, escalating complex matters to DSP leadership as needed.
- Collaborates with DSP managers and auxiliary services (Alternative Media, Communications Access, Note Taking, and Proctoring) to ensure coordinated service delivery.
- Partners with academic departments and faculty to address accommodation challenges and continuously works towards a consistent campus-wide approach to disability compliance and support.
- Works closely with the DSP Business Admin team and demonstrates understanding of campus processes and guidelines related to HR, recruitment, purchasing, facilities, and other operational needs that align with university policy and smooth day-to-day operations.
- Leads case review meetings, contributes to policy development, and helps shape strategic planning efforts for the specialist unit.

**Strategic Partnerships and Campus Collaboration**

- Serves as a key liaison with academic departments, deans' offices, and student affairs.
- Responds promptly to sensitive or high-level faculty complaints regarding accommodations.
- Represents DSP in campus initiatives, particularly those involving academic access, student experience, or instructional access.
- Collaborates with the DSP Senior Policy Analyst to deliver or coordinate campus-wide training efforts that promote awareness of disability, accessibility, and inclusive teaching practices in higher education.

**Systems Leadership and Process Improvement**

**Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

- Oversees the integration and functionality of case management systems (e.g., AIM) for the specialist unit.
- Provides leadership on system-related needs in partnership with the Auxiliary Services units, helping shape improvements and enhance staff efficiency and student support.

**Caseload Management/Other Duties as Assigned**

- Maintains a small caseload of students with complex or high-stakes accommodation needs.
- Provides consultation on escalated student cases brought forward by Disability Specialists, Auxiliary Services supervisors, or DSP management.
- Ensures the consistent application of accommodation policies across the team.
- Other duties as assigned.

**Required Qualifications**

- A minimum of 3-5 years of direct experience supervising career/professional/represented staff in a service-oriented, compliance-driven environment.
- Demonstrated ability to manage conflict, address performance concerns, and lead team change management efforts.
- Demonstrated ability to interface with faculty and campus leadership around sensitive, high-stakes accessibility issues and concerns.
- Demonstrated success in working closely with departmental managers, unit supervisors, and administrative leads to support coordinated service delivery, resolve operational issues, and implement programmatic improvements.
- Excellent interpersonal and communication skills and the ability to work effectively across the organization at all levels.
- Experience in mediating, managing, and resolving conflicts and employing open and clear decision-making processes.
- Demonstrated proficiency and political acumen in working with a broad range of students, faculty, staff, senior administrators, and community leaders.
- Demonstrated skills in problem identification, sound judgment, transparent decision making, critical thinking, and creative problem solving.
- Excellent organizational skills and demonstrated ability to manage competing time and resource demands.
- Master's degree or higher in education, rehabilitation counseling, psychology, social work, or a related field with a strong focus on disability, student affairs, or higher education and/or

**Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

equivalent experience/training. A combination of advanced education and relevant experience in disability services within postsecondary settings may also be considered.

### **Preferred Qualifications**

- Professional experience working directly with students with disabilities as an accommodations specialist in a university setting.
- Advanced knowledge and content experience in disability documentation, academic accommodations and adjustments, auxiliary services, and student service delivery.
- Thorough knowledge of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations, and the determination of accommodations, within the current legal framework.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$112,900.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

### **How to Apply**

- To apply, please submit your resume and cover letter.

Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

### Other Information

- This is not a visa opportunity.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Lead Disability Specialist and Supervisor (4560U),  
Disabled Students Program - 78357  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257231>

Downloaded On: May. 23, 2025 3:26am

Posted May 21, 2025, set to expire Jul. 1, 2025

**Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

,