



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Director of Accessibility Services

Department: Student Affairs Reports to title: Chief Student Affairs Officer

Full Time: X Part Time: _____ Date Prepared: 9/28/2018

Job Group & Level: PT-4 Regular Daily Work Schedule:

Pay Type: Weekly_____ Monthly X Months Per Year: 12 Hours Per Week:
40

(Summer Months) Months Per Year: _____ Hours Per Week:

1. Summary of Position:

The Director of Accessibility Services works with students to provide necessary and reasonable accommodations which necessitates a thorough understanding of ADA and Section 504 and best practices related to providing student services in compliance with these laws and a willingness to advocate for needs of students with disabilities. The Director takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

60% Accessibility Services

- Develops the overall disability accommodations services' planning, implementation, assessment, and quality improvement of the experience for students, with an emphasis on student development, satisfaction, and retention.
- Provides counseling and guidance to assist qualified students with disabilities in their transition and adjustment to the College.
- Meets with students individually to assess accommodations, counsel them on specific (student identified) barriers and manage student progress to ensure the ability to learn and live on campus successfully.
- Reviews and interprets diagnostic evaluations, including medical documentation, psychological and neurological psychology reports, Individualized Education Plans (IEP's) and Section 504 Plans.
- Maintains appropriate documentation and confidential record systems for those served by the office.
- Serves as the administrator, subject matter expert, and consultant regarding accessibility services; develops and disburses communication to the campus community as it is updated to assist students, faculty, and staff regarding providing reasonable accommodations to qualified students.
- Advises the CSAO on complex and highly sensitive matters related to providing accommodations and support services to students with disabilities.
- Manages all programs and services provided by Accessibility Services including note-taking and testing services.
- Works closely with faculty and staff within the interactive process in order to ensure the College provides all required accommodations inside and outside the classroom.
- Works closely with IT staff to ensure equitable access to all electronic information and technology, including instructional materials in the classroom.

- Strategizes and implements best practices in the design, development, and oversight of disability accommodations and educational awareness programs. Develops and implements a strong student-centered philosophy within Accessibility Services. Develops the strategic planning process, the overall assessment and quality improvement of all AS programs and services.
- Develops, implements, and assesses the vision, purpose, aims, objectives, and strategies for all programs and services within Accessibility Services.
- Prepares annual reports and other reports requested regarding student accommodation information for internal and external reporting needs.
- Managing the inquiries of prospective students, current students, parents, faculty and staff

35 % Leadership

- Develops and evaluates of policies and practices to ensure institutional compliance with Amherst College's mission, the Vocational Rehabilitation Act of 1973, Section 504, The American with Disabilities Act (1990), the Americans with Disabilities Amendment Act (2008), and other federal, state and local laws/regulations pertaining to persons with disabilities in collaboration with legal counsel.
- Coordinates College policies and procedures (including drafting new as well as regularly reviewing and updating as needed) relating to students with disabilities, tracking College progress relating to its policies and procedures as well as state and federal laws relating to persons with disabilities, and providing consultative services to all College areas. Provides campus-wide ADA training as it relates to providing student access.
- Serves as a member of the Care Team, Class Dean Meetings, IT Accessibility Task Force, 5 College ADA Meeting, Department Head Meeting, Orientation Planning, and others as needed.
- Assists campus partners as needed in the planning, design, and implementation of ADA services for students. Provides consultation as needed to the College community regarding ADA compliance, particularly in high risk and emergency situations related to student welfare.
- Interacts with government agencies as needed; conducts investigations; draws conclusions, and makes recommendations for action.
- Supervises staff and student workers within Accessibility Services.

5% Performs other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

- Conducts complex operational interactions/communications across the College, including with legal counsel, case management, class deans, center directors, health services, and counseling services.
- Communicates regularly with providers off-campus regarding the documentation required for verifying disabilities.
- Interactions frequently with students, parents, faculty and staff
- Collaboration is critical to the success of this position and the programs of the Accessibility Services Office, and in the College's efforts to create a respectful, inclusive, and welcoming environment.
- Presents comprehensive evidence-based information to administration, faculty, staff, and student groups.

4. Education: (include certifications and

licenses) Required:

Master's degree in the fields of Rehabilitation Counseling/Disability Studies, Higher Education, Social Work, Counseling, Psychology, or Education, or related field.

Preferred:

Current Certification of Rehabilitation Counseling.

5. Experience: (List specific skills necessary to perform

this job) Required:

- 10 years of experience working with persons with designated disabilities and program coordination.
- At least five years of professional experience effectively managing a program or department with progressive responsibility, preferably in disability services or ADA law is required.
- Knowledge and experience interpreting and applying Federal Regulation 504 and the ADA required.
- Forward thinking, innovative leader with analytical ability to create new strategies and solutions for a dynamic and diverse student population.
- Extensive knowledge of disability issues and the provision of services to students with disabilities in a college setting.
- Knowledge of various assessments and diagnostic tools used to determine accommodation needs and the ability to interpret the results of the assessments.
- Demonstrated conflict resolution mediation skills.
- Knowledge of budgeting and forecasting for purposes of assisting in the development of a student affairs organization.
- Knowledge of National, State and local laws related to providing disability accommodation and support services including FERPA.
- Active experience with emergency management and/or intervention activities.
- Demonstrated supervisory and leadership skills including strong team building skills.
- Strong written and verbal, interpersonal, organizational, and time management skills.
- Proficient in MS Office, and G Suite.
- Attention to detail.
- Experience working with diverse populations.

Preferred:

- 5 years of experience working with students with designated disabilities in a higher education setting.
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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – normal concentration. Repetitive motions include hands, wrists and fingers. Lift, carry, push and pull up to 10 lbs.
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7. Decision Making:

- Uses critical skills, including knowledge application of the applicable laws, to make daily decisions regarding supporting students. Makes management decisions impacting the department and the College overall.
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8. Supervision Exercised/Received:

- Minimal supervision received from the supervisor.
- Supervises the Accessibility Services Specialist, and one casual Testing Coordinator

Supervisory Responsibility: Yes X No _____

Number of Employees Supervised: 1 regular employee