Title: Director Disability Services

Essential Function

Under general supervision from a designated administrator, support innovation and continuous improvement of the UC Blue Ash Disability Services Office. The Director Disability Services is responsible for providing overall direction for and coordination of support services and support personnel for students with disabilities. Effectively advocate for collaborative support of students with disabilities and actively employ assessment and data analysis practices to enhance student success.

Characteristic Duties

- Provide leadership to develop and implement strategic planning for UC Blue Ash Disability Services
- Supervise a program director and undergraduate student workers
- Coordinate intake process to determine student eligibility for accommodations.
- Educate students and staff as to the reasonable and appropriate use of accommodations
- Ensure accommodations are implemented including those associated with quiet and extra testing time that are directly provided in the DSO
- Demonstrate knowledge of pertinent state and federal regulations and guidelines to ensure compliance with the Americans with Disabilities Act (ADAAA), Section 504, Section 508, the National Voter Registration Act, etc.
- Demonstrate knowledge of theory and research pertinent to traditional and non-traditional age college students with disability needs
- Coordinate provision of coaching to disability students to assist with effective and appropriate student use of accommodations, student development and student facility in effectively using campus-wide wide resources and services
- Confer and collaborate with faculty, tutors, academic advisers, student life and other professionals to support student success and compliance with accommodations
- Serve as an advocate for students with disabilities including advocating for removal of campus barriers
- Provide training and other liaison services to faculty and staff on pertinent disability topics
- Design and implement data collection and assessment strategies to enhance student success and stakeholder satisfaction
- Develop and recommend an annual budget to support established goals and objectives
- Serve as a liaison to university-wide Disability Services Offices
- Serve on pertinent college-wide committees
- Maintain organized and confidential information and records
- Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with seven (7) years of experience; OR Associate’s degree with nine (9) years of experience; OR eleven (11) years of experience. Degree must be in psychology, counseling, social work, education, or a related field. Experience must be in disability services and include at least three (3) years of supervision. A working knowledge of a wide variety of
disabilities, their impacts and the reasonable accommodations they align with is required. Experience with conversion of alternate materials and current knowledge of assistive technologies. Requires strong analytical, organizational, written and verbal communication skills and the ability to work with a diverse group of people. Basic computer software knowledge of Microsoft Word and Excel is also required.