

Job Description

Position Title: Director of Access and Disability Resources

Job Family: Student Services

Job Level: Director

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Director of Access and Disability Resources oversees implementation of accommodations and services for students with disabilities under the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Manages strategic planning and establishes, implements, and oversees department policies and procedures. Plans, allocates, and directs budget planning and allocation. Manages supervisory staff and addresses complex employee issues and concerns.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs strategic planning, administration, and coordination of a multi-faceted service area and provides leadership and direction for the department. Oversees disability related accommodations of students, faculty, staff, and community members at the College.
2. Supervises client services team to support College strategic plans. Prioritizes and assigns work, ensures staff training, conducts performance evaluations, and makes hiring, termination, disciplinary recommendations.
3. Plans, implements, and evaluates projects and services related to accommodations and accessibility throughout the College.
4. Establishes, monitors, evaluates, and improves processes, procedures, and standards to provide service improvement for the disabled community.
5. Ensures the College remains compliant with ADA/ADAAA and section 504 of the Rehabilitation Act. Develops and leads initiatives and projects that advance awareness of the need for accessibility across the institution and community.
6. Responds to questions from other College departments, the Board of Governors and external institutions, and agencies regarding complex issues or policies related to ADA, ADAAA, and Section 504 compliance and accessibility at the College. for students, faculty, staff, or community members with disabilities.
7. Directs and supervises the data collection and preparation of a variety of complex reports, statements, and communications. Makes recommendations impacting students, faculty, staff, programs, grants, and service providers or vendors.
8. Develops, administers, and monitors budgets. Allocates resources to benefit students, faculty, staff, and community members with disabilities. Administers functional contract proposals and committees; manages the selection and deployment of contracts.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of interviewing and investigative methods and procedures.
3. Knowledge and application of various instructional methodologies.
4. Skill in people leadership and supervision.
5. Skill in effective communication (both written and oral).
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in Special Education, Disability Services, or Counseling.
- Doctoral degree in Educational Leadership or a closely related field of study preferred.
- Five (5) to eight (8) years of related experience with disability and access services, including three (3) years of supervisory experience.
- Eight (8) years of related experience with 504 law, ADA/ADAA compliance, and managing complex teams preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License