



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Disability Services for Students

JOB SUMMARY

This position assists the Director of Disability Services for Students with administrative duties and oversees programs for students with disabilities in relation to ensuring compliance with the Americans with Disabilities Act. Work is performed under minimal supervision due to extensive technical or specialized knowledge and/or experience with evaluation based on attainment of program objectives. Work is performed under the supervision of the Director of Disability Services for Students and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Disability Services for Students

Supervises: Coordinator, Disability Services for Students, Senior Secretary, Graduate Assistants, Interpreters, and Transcriptionists

ESSENTIAL DUTIES - May include, but not limited to the following:

- Designs, develops, and implements a comprehensive program of services to meet the needs of students with disabilities within the framework of federal regulations, current accepted learning theories, and available financial resources.
- Manages the progress of students with disabilities concerning skills for college survival including learning strategies, self advocacy, organizational skills, time management and social communication skills.
- Facilitates, in concert with the director, a program to improve knowledge, skills and usage of computers and assistive technologies by students with disabilities for the purpose of enhancing academic success.
- Manages daily operations of the testing center including staff supervision, test administration, and materials conversion.

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- Coordinates acquisition of adaptive technology, auxiliary aids, interpreters/CART's to provide infrastructure of equal access.
- Assists Director in managing fiscal operations of the office including overseeing budget, travel and human resources.
- Oversees all functions of department in Director's absence.
- Performs synthesis, analysis, compilation, and interpretation of department statistics, retention and diagnostic reports.
- Manages and supervises on-call interpreters/CART providers including scheduling and assigning duties.
- Evaluates, verifies, and interprets documentation from various professionals to determine eligibility.
- Manages relationships between the University and community resources.
- Provides interpretation and assistance in implementing the Americans with Disabilities Act and the Rehabilitations Act to faculty, staff, and administrators.
- Advises students, faculty, and departments on appropriate and recommended reasonable academic accommodations.
- Assists in development/implementation of DSS policies and procedures.
- Provides training to faculty and departments on disability awareness.
- Participates in professional organizations and professional development activities.
- Works in conjunction with the educational computer labs in coordinating the purchase of adaptive technology.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Serves as web spinner for the DSS office, which includes updating and maintaining the DSS website. Maintains inventory of the office equipment and assistive technology equipment.
- Performs other duties as requested.

EDUCATION

Master's degree in Counseling (general or rehabilitation), Disability Studies or related field.

EXPERIENCE

Three years in Higher Education, preferably in an office providing disability support services.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to work with a diverse population.
- Ability to diffuse volatile situations requiring sound, timely decisions in the interest of the student, DSS Office, the University and in conjunction with federal law.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate and have strong interpersonal and conflict resolution skills.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.