JOB DESCRIPTION

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<th>POSITION TITLE:</th>
<th>Director Disability Services</th>
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| PRIMARY LOCATION: | District-wide  
Primarily Sierra Vista Campus |
| STATUS: | Exempt |
| PARAMETERS: | Full-time; 12 months/year  
PAY GRADE: AS13 |

**JOB SUMMARY:** The Director of Disability Services is responsible for interpreting and applying the provisions of the Americans with Disabilities Act (ADA) as it applies to students and employees. Develops policies and procedures which ensure compliance and for working with students, managers, and employees in meeting the identified needs.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** Within the scope of college policies and procedures, this position:

Interprets federal/state laws and regulations to develop and implement policies, procedures and forms to achieve compliance with the ADA; grants accommodations to students and directs staff to carry them out; reviews and investigates complaints and grievances relating to accommodations

Consults with medical professionals, vocational rehab counselors, occupational or technical experts as needed to ensure accommodation decisions are appropriate and reasonable; conducts interviews with students, employees, medical professionals, vocational rehab experts and other occupational or technical experts to obtain or clarify information related to ADA claims

Collaborates with the Dean of Student Services and Human Resources to resolve employee related ADA issues; informs Director of ADA issues, violations, and recommended accommodations; develops accommodations and makes decisions for the recommendation or denial of student and employee accommodations based on appropriate documentation; directs appropriate staff to carry out the provisions of the accommodations; oversees student database

Maintains ADA files; ensures appropriate documentation is received to support accommodation claims and associated decisions; reviews and investigates complaints and charges regarding ADA-related issues to include student initiated facility complaints; follows up with students and employees to ensure that ADA accommodations are being provided, and works with college administration to correct deficiencies

Prepares a final report for each ADA claim/request for accommodation; develops and maintains program budget; ensures compliance with relevant federal/state laws and regulations governing ADA

Performs other related duties as assigned

**GENERAL EXPECTATIONS:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**REQUIRED MINIMUM QUALIFICATIONS:** Bachelor’s degree from an accredited institution of higher learning recognized by the US Department of Education
JOB DESCRIPTION

Three years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge of and ability to follow college policies and procedures
Knowledge of disability law/compliance in a postsecondary environment
Knowledge of budget preparation, monitoring and administration
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Skill in strategic planning and developing program goals and objectives
Skill in analyzing and problem solving
Skill in establishing and maintaining effective working relationships with other department staff, faculty, students and the public
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

PREFERRED QUALIFICATIONS:
Preference may be given to individuals with three years program coordinator experience working with the disabled, or professional level human resource work administering provisions of the ADA

WORK ENVIRONMENT: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

PHYSICAL REQUIREMENTS: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

REPORTABILITY: Dean of Student Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.