
Auburn University Job Description

Job Title: **Dir, Student Disability Prgm**

Job Family: No Family

Job Code: **AE11**

Grade 36: \$58,500 - \$97,600

FLSA status: Exempt

Job Summary

Directs the operations and activities of the Program for Students with Disabilities.

Essential Functions

1. Establishes and maintains professionally appropriate criteria and procedures for determining eligibility of Auburn University students for disability accommodations and services.
2. Informs prospective students, parents, faculty, and administration of accommodations and services available to students with documented disabilities through Camp War Eagle, website, and brochures.
3. Maintains a confidential, secure database and filing system with medical, psychological, and educational documentation related to accommodations and services provided to students with disabilities.
4. Works to improve physical and emotional campus accessibility through groups and individuals such as: ADA Structural Modifications Committee, Academic Affairs Committee.
5. Ensures timely, accurate alternative format information such as: Braille, tactile images, large print, audiotape, sign language interpreting, real-time captioning for students with visual and hearing impairment.
6. Ensures administrative and programmatic accommodations are available such as: substitution for foreign language, medical withdrawal, parking, alternative evaluations or requirements, extensions on time, accommodations for Graduate Record Exam.
7. Informs faculty and administrators of legal responsibilities under Americans with Disabilities Act and establishes procedures for compliance.
8. Ensures academic accommodations are available to students who need them, including proctored exams to assist faculty and meet student needs.
9. Promotes assistive technology in accommodating students with disabilities by providing training and support for students and teachers.
10. Promotes accessible distance education, web-based instruction, study abroad, externships, service programs, athletics, and housing by working with administration in these areas.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Special Education, Counseling, Psychology or related field
Experience (yrs.)	7	Experience in administering services for the disabled to include identifying and implementing accommodations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of American's with Disability Act (ADA) Title II: State and Local Government, section 504 of Rehabilitation Act, and knowledge of disability assessment, accommodations, services and assistive technologies.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011
