
Auburn University Job Description

Job Title:	Asst Dir, Acad Accommodation	Job Family:	No Family
Job Code:	AE23	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Oversees activities to ensure compliance with Auburn University policies and government regulations related to academic accommodations of Auburn University students.

Essential Functions

1. Oversees the review of medical, psychological, and educational reports to determine eligibility for academic accommodations and services.
2. Provides interpretation and assistance to faculty, staff, and administrators in implementing the Americans with Disabilities Act and the Rehabilitations Act.
3. Provides information to students regarding available academic accommodations and the official processes and procedures to request accommodation.
4. Determines accommodations and addresses accommodation issues for individual students.
5. Coordinates sign language and captioning needs for campus activities.
6. Assists in the overall daily administration of the office, including, but not limited to, supervision of staff, financial/HR issues, and planning activities.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.)	3	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 Americans 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 3/30/2015
