Assistant Director of Accessibility Services & Resources
Birmingham-Southern College
Job Description

POSITION TITLE:
Assistant Director of Accessibility Services & Resources

REPORTING RESPONSIBILITIES:
The Assistant Director of Accessibility Services & Resources reports through the Associate Dean of Students to the Vice President of Student Development.

JOB SUMMARY:
This full-time position plays an integral role in supporting the mission of Birmingham-Southern College to provide students who qualify with documented disabilities or health conditions with resources and supports needed to ensure equal access to academic, co-curricular, and physical areas of the College. The Assistant Director of Accessibility Services & Resources works closely with the Associate Dean of Students in collaboration with other campus departments to provide a high level of service to students, faculty, and staff regarding accommodations, training, guidance for matters dealing with compliance of regulatory expectations regarding disabilities, and acts as a resource in the areas of legal issues, governmental guidance, and general best practices in serving students with disabilities. The Assistant Director provides professional and confidential leadership for the campus community and serves as a role model of professionalism, problem-solving, and responsibility at all times.

MAJOR AREAS OF RESPONSIBILITY:
Serve as the primary contact for the Office of Accessibility Services for students, faculty, and staff:
- Coordinate the academic, residential and dietary accommodations processes, including receiving and reviewing appropriate documentation as it relates to documented disabilities, health conditions, etc.
- Advise and provide on-going counsel to students who qualify and use accommodations.
- Be aware of current and relevant best practices and implementation in regards to policies, procedures, and regulations related to accommodations and disability support services.
- Ensure institutional compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Fair Housing Act, and other applicable laws.
- Develop and implement training for faculty, staff, and students regarding academic, residential and dietary accommodations, compliance with applicable laws, and best practices for proper implementation;
- Serve as a resource for the Office of Admission and at prospective student request, provide general information about the process to register with the Office of Accessibility.
- Provide support and assist in the retention of Birmingham-Southern College students, particularly those served by the Office of Accessibility.


- Respond to crises and other emergency situations during the day and refer to appropriate personnel after-hours where accessibility issues are involved.
- Provide input on budgetary matters for the Office of Accessibility Services.
- Collaborate with other areas within the Division of Student Development and other offices across campus as needed.
- Represent the College and/or institutional committees and task forces as deemed appropriate.
- Generate appropriate reports, surveys, and questionnaires for annual assessment and evaluation periods for the division.
- Develop opportunities for on-going programming and community building, educating the campus community about Accessibility Services and outreach.
- Coordinate new initiatives and opportunities for collaboration with faculty and staff colleagues, including the ADA Advisory Compliance Committee, Testing Services, etc.
- Assist current students and alumni navigating the process to obtain eligibility certification for testing accommodations for graduate and various certification tests and assessments.
- Responsible for all records and record keeping related to the Office of Accessibility Services, complying with FERPA regulations and other relevant laws related to receiving, maintaining, and sharing of protected student records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

**Education:** Master’s degree required.

**Experience:** Three or more years of experience in disability support services or administration within an educational environment.

**Skills, Knowledge, and Abilities:**
- Excellent interpersonal skills;
- Ability to analyze and resolve problems;
- Effective oral and written communication skills;
- Proficiency in word processing, data entry, and other computer operations;
- Familiarity with fundamental practices and concepts related to administration of a disability support services department;
- Demonstrated ability to apply student development theory in an evolving and complex residential setting;
- Knowledge of and commitment to issues of diversity, multiculturalism, social justice, civic engagement, and global citizenship.

PREFERRED QUALIFICATIONS:

**Education:** Strong preference for graduate in Counseling, School Psychology, Special Education, or similar fields.

**Experience:** Minimum of four or more years of experience in a full-time professional disability support services or similar position with administration experience; experience in higher education related offices; experience with assessment, retention, and training development.
WORKING CONDITIONS:

The work is performed in an office environment but requires frequent meetings with students, families, and staff members. The Assistant Director of Accessibility Services & Resources will participate in meetings or one-on-one interactions with students, faculty, and staff in the academic buildings, administrative buildings, and residence halls, apartments, and Greek housing as necessary. The Assistant Director will serve as a member of the College’s CARE and Retention teams.