

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – ACCESS SERVICES

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide college-wide oversight, reporting and coordination of services for qualified students with disabilities. Provide direct supervision, including scheduling, training, evaluation and discipline of full-time and part-time staff.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required.
2. Years of experience in field: Three years or more experience in a post-secondary setting in disability-related services, or advising.
3. Special skills or abilities related to position: Ability to work with at-risk student populations. Ability to balance multiple projects and meet varied deadlines. Working knowledge of Americans with Disabilities Act and subsequent legislation relevant to postsecondary institutions. Ability to oversee the maintenance of a complex compilation of student records and to complete state and college reports as related to students with disabilities. Ability to read and interpret state and college regulations. Knowledge and understanding of the technical and educational aspects of all college programs. Ability to acquire knowledge of financial aid opportunities, programs, rules, and regulations.

Revised 08/17/15

Revised 06/15/15

Revised 6/9/14

Revised 5/1/12

Revised 2/11/10

Revised 2/14/07

06/07/00

Special skills or abilities related to position: (continued)

Ability to work with the public, especially with the educationally and financially disadvantaged, individuals with disabilities. Knowledge of and ability to instruct students in online resources and registration via the web. Some knowledge of standardized and special testing and assessment instruments. Excellent verbal and written communication skills. Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.

ESSENTIAL JOB FUNCTIONS:

1. Provide direct supervision, scheduling, orientation, training, evaluation and discipline of full-time and part-time staff.
2. Oversee the provision of all disability-related testing and accommodations.
3. Supervise a case management program for students including intake, career exploration, accommodations, and the monitoring of student progress to improve retention and completion.
4. Develop and manage departmental budget.
5. Evaluate effectiveness of services to internal and external customers.
6. Regular review and maintenance of accurate Access Services forms and publications across all media.
7. Collaborate and coordinate department access and services with all college locations.
8. Serve as liaison with the instructional and administrative divisions in support of academic and facilities access needs.
9. Identify areas of instructional need and design and deliver training for faculty and staff in how to work with students with disabilities and provide accommodations.
10. Collaborate with the Academic Affairs and Information Technology areas to create projections and to implement plans for the changing technology needs of the institution as regards accessibility.
11. Collaborate with state and social service agencies serving those with disabilities (Vocational Rehabilitation, Division of Blind Services, Worker's Compensation and Florida Department of education).
12. Chair the college's Access Services Advisory Committee.
13. Direct implementation of quality standards of accessibility and non-discrimination based on nationally recognized best-practice criteria.
14. Serve as the college's representative for the state and national Association on Higher Education and Disability (AHEAD).
15. Keep up with changing legislation and regulations affecting disability services in higher education (American with Disabilities Act amendments, etc).

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ESSENTIAL JOB FUNCTIONS: (continued)

16. Provide basic admissions, financial aid, registration, and Veterans' Administration benefits information.
17. Help students understand course sequence, academic load, graduation and transfer requirements (SUS articulation).
18. Provide students with information about institutional and program policies, procedures, and college and community resources.
19. Help students develop skills in self-direction, educational planning, and time management.
20. Implement appropriate intervention strategies as well as academic/vocational/life goal plans for each individual student.
21. Facilitate appropriate lessons designed to ensure student achievement specific to life, academic and professional competencies, both individually and in group instructional settings.
22. Monitor student attendance and provide students with guidance, coaching, and support within appropriate limits.
23. Additional duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Ability to drive a college vehicle

ENVIRONMENTAL CONDITIONS:

- Works inside an office and testing lab environment

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- Travel around campus to offices, classrooms and other college campuses and centers

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(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION TO JOB: Bryant Student Union (5-204F)

SUPEVISOR OF POSITION: Dean – Student Services

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