

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR OF ACCESSIBILITY AND COUNSELING SERVICES

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To provide college-wide oversight, reporting, and coordination of services to students in need of counseling and 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 "Your first choice for quality higher education." 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.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required.
2. Years of experience in the field: Three years or more full-time experience in a post-secondary or social service setting in advising, disability-related services, counseling, or rehabilitation required.
3. Special skills or abilities related to the position: Ability to work with at-risk student populations and counsel students in crisis. Ability to balance multiple projects and meet varied deadlines. Working knowledge of the 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 related to students with disabilities. Ability to read and interpret state and college regulations and medical/clinical evaluations. 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. Ability to work with the public, especially with the educationally and financially disadvantaged, and individuals with disabilities. Ability to collaborate with outside agencies such as the Division of Blind Services, Vocational Rehabilitation, and various mental health community agencies. 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 and counseling services.
3. Supervise a case management program for students including intake, career exploration, accommodations, counseling, and the monitoring of student progress to improve retention and completion.
4. Develop and manage departmental budget.
5. Evaluate the effectiveness of services to internal and external customers.
6. Regular review and maintenance of accurate counseling and disability services-related 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 on how to work with students with disabilities and provide accommodations.
10. Collaborate with the academic affairs and Information technology areas to create projections and 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 and mental health issues; Vocational Rehabilitation, Division of Blind Services, Worker's Compensation, Florida Department of Education, Marion Counseling Sexual Assault Center, and other community mental health agencies.
12. Chair the college's Disability Services Advisory Committee.
13. Direct implementation of mental health quality standards and 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 and best practices affecting counseling and disability services in higher education.
16. Provide students with basic admissions, financial aid, registration, and veterans' administration benefit information.
17. Help students understand course sequence, academic load, graduation, and transfer requirements.
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 student.
21. Facilitate appropriate lessons designed to ensure student achievement specific to life, academic and professional competencies, both individually and in group instructional settings.

(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 accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- 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.
- Travel around campus to offices, classrooms, and other college campuses and centers.

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

PRIMARY LOCATION TO JOB: Ocala Campus, Bryant Student Union

SUPERVISOR OF POSITION: Dean of Student Services