

POSITION ANNOUNCEMENT

Job Title: **Director of Accessibility Services**
Department: Accessibility Services
Reports To: Associate Dean of Students & Title IX Coordinator

SUMMARY

This position manages all aspects of the department and provides leadership across the university related to services for students with disabilities. Ensures reasonable learning accommodations and accessibility for self-identified students in accordance with applicable local, state, and federal law. Provides leadership and coordination for supportive services, including but not limited to: note taker services, interpreters, student testing, assistive technologies, and other accommodation needs. Provides faculty with accommodation information and consultation for creating a classroom environment that meets students' needs. Assists with student academic support and retention initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors and ensures compliance with current federal and state requirements associated with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the Elliott-Larsen Civil Rights Act (Michigan), relevant caselaw and legal guidance, as well as advises on the responsibilities of higher education institutions in providing required services.
2. Creates and maintains university procedures for students to request academic, housing, and dietary accommodations, including temporary accommodations. Reviews, interprets, and evaluates complex documentation of disability. Determines and implements reasonable and appropriate accommodations for both on-ground and on-line learning environments.
3. Maintains a caseload of students registered with the office. Meets individually with students and family members to discuss current accommodations, assess need for reevaluation of accommodations, foster student's self-advocacy, and encourage improved communication with instructors/staff throughout the student's academic enrollment.
4. Assists with retention outreach to students, conducting regular academic and registration meetings throughout the semester and implementing interventions when necessary for early alerts and registration.
5. Creates and maintains an accurate, confidential, and well-organized system for student documentation, accommodation notices, academic success plans, and related correspondence.
6. Oversees administration of testing center for students with approved testing accommodations.
7. Identifies assistive technologies and other resources to meet students' needs.
8. Provides professional consultation regarding disability services and inclusive design across the university. Provides current and relevant information for faculty, staff and administrators regarding disability and regulatory issues. Stays current on literature related to physical, medical, psychological, sensory and learning disabilities and appropriate accommodations.
9. Collaborates, supports, and consults effectively with multiple stakeholders including academic units, TRIO Student Support Services, Center for Personalized Instruction, Residence Life, Counseling and Wellness, Athletics, Title IX Coordinator and other university entities to ensure success of students.
10. Responsible for program planning and assessment. Develops and maintains up-to-date policies, processes, and procedures for delivering quality services for students.
11. Manages department website and internal portal to ensure timely and current communication of information.
12. Develops and delivers communications and presentations to promote services and inclusive disability awareness at events such as admitted student days, open houses, new student orientation programs, residential student meetings, faculty and departmental meetings, and more for students and family members.
13. Manages the department budget. Collects performance data and creates reports.
14. Serves on university committees to represent the office and promote student success.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, training, and mentoring; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Work is performed primarily on campus and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected.

EDUCATION AND EXPERIENCE: Master's degree (MA) in Special Education, Disability Studies, Social Work, Higher Education Administration, College Student Personnel, Developmental Education, Rehabilitation, Psychology, or a related area is preferred. Bachelor's degree required. Four (4) to ten (10) years related experience and/or training; or equivalent combination of education and experience).

TO APPLY: External and Internal candidates please send a *letter of intent* reflecting the above responsibilities and qualifications and a *resume* to hr@madonna.edu

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.