Assistant Director of Disability Services (Full-time, 12 months)
Office of Disability Services (ODS)

Position Summary: This role provides coordination to the Office of Disability Services that ensures that students who experience barriers in the design of college programs, services, and facilities have equal access through the provision of accommodations. The Assistant Director, in collaboration with the ODS team, develops plans of action and/or accommodation plans with students experiencing barriers by conducting interviews, collaborating with the student, and reviewing medical documentation to develop the plan of equal access.

Qualifications: Requirements include Bachelor’s degree in education, special education, psychology, or a relevant field associated with higher education. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectation.

Required Experience:
- Two or more years of experience in higher education or with students in an educational setting and in provision of academic support services to students. Or an equivalent level of experience supporting individuals in a social service setting.
- Experience in providing accommodation services for students with disabilities.
- Experience with applicable laws and policy such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act strongly preferred.
- Knowledge of case management, learning evaluation and assessment, and data analysis.
- Demonstrated commitment to student success.
- Demonstrated experience in collaborative efforts (with an emphasis on diplomacy, patience, tact, and flexibility).
- Excellent judgment and an ability to interpret complex regulations.
- Strong customer service orientation; strong interpersonal skills and the ability to work with a diverse community
- Excellent oral and written communication skills.

Essential Duties:
- Responsible for assisting the director with facilitating appropriate accommodations, communicating to students the accommodation process and resources available; collecting, verifying and maintaining documentation and other relevant information; and overseeing the provision of auxiliary aids and services.
- Work with students, faculty, and departments to determine the appropriate and recommended reasonable accommodations.
- With the support of the ODS Assistant, recruit and oversee work of note-takers, proctors, readers and interpreters for students with disabilities.
- Research and purchase assistive technology.
• Stay abreast of current state and federal legislation related to disability access, funding for services and trends in the field of postsecondary disability services.
• Coordinate support efforts with faculty and others to meet the needs of students with disabilities.
• Takes leadership role of the Office of Disability Services in the absence of the Director.
• In the absence of the Disability Services Assistant provides administrative support to the Office of Disability Services such as: drafting correspondence/reports; arranges meetings; answers calls; processes confidential documents, mailings & accounting transactions; maintains information retrieval system to ensure timely follow up; produces informational literature, brochures, invitations using desktop publishing; uses discretion and judgment in prioritizing tasks and effectively works with second assistant to ensure smooth office operation.
• Anticipates, identifies and creatively assists in the resolution of issues requiring immediate response and occasionally assist students in distress.
• Work effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, words and deeds.
• Other duties as assigned.

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

Reports to: Director of ODS

* Pay Range: $24.79-$31.06

* The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.