



WESTMONT

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

Office of Disability Services

Position Summary: Provides leadership to the Office of Disability Services that ensures that students with disabilities who experience barriers in the design of college programs, services, and facilities have equal access through the provision of accommodations. The Director, in collaboration with their staff, 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 Master'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:

- Five or more years of experience in higher education or with students in an educational setting and in provision of academic support services to students.
- 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 learning assistance operations and techniques, learning evaluation and assessment, and data analysis.
- Management of budgets, supplies and equipment as well as security measures and standards.
- Demonstrated commitment to student success.
- Demonstrated experience in collaborative efforts (with an emphasis on diplomacy, patience, tact, and flexibility).
- Ability to exercise independent judgment and 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.
- At least four years of administrative experience, including supervisory experience.

Essential Duties:

- Responsible for developing and implementing the process and procedures for providing accommodations to students with disabilities campus-wide. This includes but is not limited to: arrange for needs assessment; facilitate appropriate accommodation, off-campus resources and institutional response; communicate to students the accommodation process and resources available; collect, verify and maintain documentation and other relevant information; oversee the provision of auxiliary aids and services; and provide individual counseling related to disability issues and accommodation needs.

- Work with students, faculty, and departments to determine the appropriate and recommended reasonable accommodations.
- Supervise office's administrative assistant and other staff.
- Recruit and oversee work of note-takers, proctors, readers and interpreters for students with disabilities.
- Provide interpretation and assistance in implementing the Americans with Disabilities Act and the Rehabilitations Act to faculty. Provides training to faculty and departments on disability awareness.
- Research and purchase assistive technology.
- Manage departmental budget.
- Participate in New Student Orientation and new student registration as requested by Provost.
- Assist Office of Admissions in providing information to prospective students.
- Participate in professional organizations and professional development activities.
- Stay abreast of current state and federal legislation related to disability access, funding for services and trends in the field of postsecondary disability services.
- Assist with the evaluation of effectiveness of services/programs in alignment with the College's Strategic Plan by coordinating the collection of data and outcomes related to accommodations.
- Coordinate support efforts with faculty and others to meet the needs of students with disabilities.
- 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.

Reports to: Vice Provost

*** Pay Range:** \$ 64,480/yr - \$81,324/yr

** 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.*