

Position Description

Position Title: Director of Disability Support; Instructor

Classification: Unclassified

Function of Work: To administer and coordinate services for those with disabilities

Supervision Received: Dean of Students

Supervision Exercised: ODS Counselor, Graduate Assistants & Student Employees

Qualifications: Master's degree in Counseling, Social Work, Special Education or related field; Licensure desired

Responsibilities

- Promote, coordinate and facilitate accessibility to individuals with disabilities.
- Process accommodation letters
- Oversee scheduling, handling of exams and proctoring of exams.
- Consult with faculty regarding necessary and reasonable accommodations.
- Consult with parents and students.
- Counsel students with goal setting and academic progress.
- Gather resources and technology for students.
- Network and develop resources required for accommodations.
- Advocate for all campus services - housing, academic and social.
- Educate University community related to disability issues.
- Mediate on behalf of students.
- Participate in outreach, recruitment and retention efforts.
- Provide crisis intervention and personal counseling.
- Referral agent to area/community resources.
- Insure that the Disability Support programs are accurately delivered. Administration.
- Supervise staff; program evaluation; record maintenance; budgeting.
- Provide classroom instruction and serve on various NSU committees.