

## **JOB DESCRIPTION**

**PS JOB TITLE:**      000035

**WYCOMP JOB TITLE:**

**EXEMPTION STATUS:**    Exempt

**JOB CLASSIFICATION:**    A/P

### **POSITION TITLE:**

Director, Access Services

### **POSITION OBJECTIVE:**

The Director of Access Services, reporting to the Dean of Student Success in the Undergraduate College Division at Bryn Mawr College, works collaboratively with campus stakeholders to ensure compliance with applicable laws, as well as educate, advocate and support the community regarding accessibility of the College's facilities, programs and activities. The Director ensures that the provision of access services is aligned with divisional and institutional goals and objectives and that the College remains in compliance with legislation related to accessibility, including but not limited to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Director of Access Services works to facilitate academic success, self-advocacy, and self-directed learning for students with disabilities.

The Director has primary responsibility for the evaluation, determination, and coordination of accommodations for, and providing direct services to eligible students with disabilities. This includes determining reasonable accommodations and academic adjustments through a confidential review of documentation of disability (including psychological, medical, academic and educational assessments), and engaging in an interactive process with students. The Director also is responsible for the development of educational programs, and supervision of a full-time Assistant Director.

In an effort to promote understanding and awareness of programs, needs and innovative services in the field of disability and access, including but not limited to Universal Design, the Director is charged with coordinating and providing in-service training and direct consultation for faculty and staff to enhance awareness of the laws governing students with disabilities and the types of academic accommodations students may receive.

## **RESPONSIBILITIES:**

- Review, revise, innovate and deliver a robust and comprehensive plan, including policies and procedures, to ensure compliance with all applicable laws, including The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973; and provide education and advocacy regarding accessibility issues; all in partnership with other members of the campus community.
- Gather and evaluate disability documentation from qualified professionals to determine eligibility for reasonable accommodations, help identify such accommodations when granted, draft student specific accommodation plans, and consult with faculty, advisors, administrators, and other campus professionals regarding implementation.
- Promote consistency in policies, procedures, and service across College departments.
- Directly supervise an Assistant Director to coordinate support services for students with a documented need for reasonable accommodations.
- Provide interpretation and assistance to faculty in implementing the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Provide training to faculty and departments on disability awareness.
- Oversee the development and operation of a testing center to ensure compliance with College guidelines and policies, including procedures to protect academic integrity.
- Liaise with Human Resources to provide information and support, when needed, to determine and implement reasonable accommodations for employees.
- Stay abreast of current state and federal legislation related to disability access, funding for services, and trends in the field of postsecondary disability services.
- Perform regular assessment of services and probo.tt. t3Tf1209obo1 Tm(f)3

- Five or more years of experience in higher education or with students in an educational setting providing academic support services to students.
- Experience in assessing documentation and providing accommodation services for students with disabilities, including but not limited to experience with applicable laws and regulations regarding access for individuals with disabilities, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and related policies.
- Knowledge of learning assistance operations and techniques, learning evaluation and assessment, and data analysis.
- Demonstrated commitment to student success.
- Excellent oral and written communication skills.
- Ability to work independently and collaboratively with a wide range of community constituencies.