AUBURN
Human Resources

Dir, Office of Accessibility

Job Description

JOB INFORMATION

Job Code	AE11
Job Description Title	Dir, Office of Accessibility
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2011

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Accessibility

JOB SUMMARY

Directs the operations and activities of the Program for Students with Disabilities.

RESPONSIBILITIES

- Establishes and maintains professionally appropriate criteria and procedures for determining eligibility of Auburn University students for disability accommodations and services.
- Informs prospective students, parents, faculty, and administration of accommodations and services available to students with documented disabilities through Camp War Eagle, website, and brochures.
- Maintains a confidential, secure database and filing system with medical, psychological, and educational documentation related to accommodations and services provided to students with disabilities.
- Works to improve physical and emotional campus accessibility through groups and individuals such as: ADA Structural Modifications Committee, Academic Affairs Committee.
- Ensures timely, accurate alternative format information such as: Braille, tactile images, large print, audiotape, sign language interpreting, real-time captioning for students with visual and hearing impairment.
- Ensures administrative and programmatic accommodations are available such as: substitution for foreign language, medical withdrawal, parking, alternative evaluations or requirements, extensions on time, accommodations for Graduate Record Exam.
- Informs faculty and administrators of legal responsibilities under Americans with Disabilities Act and establishes procedures for compliance.
- Ensures academic accommodations are available to students who need them, including proctored exams to assist faculty and meet student needs.
- Promotes assistive technology in accommodating students with disabilities by providing training and support for students and teachers.
- Promotes accessible distance education, web-based instruction, study abroad, externships, service programs, athletics, and housing by working with administration in these areas.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Special Education, Counseling, Psychology or related field	and	7 years of	Experience in administering services for the disabled to include identifying and implementing accommodations	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Americans with Disability Act (ADA) Title II: State and Local Government, section 504 of Rehabilitation Act, and knowledge of disability assessment, accommodations, services and assistive technologies.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.