AUBURN
Human Resources

Asst Dir, Acad Accommodation

Job Description

JOB INFORMATION

Job Code	AE23
Job Description Title	Asst Dir, Acad Accommodation
Pay Grade	AA11
Range Minimum	$59,760
33rd %	$73,700
Range Midpoint	$80,670
67th %	$87,640
Range Maximum	$101,580
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/30/2015

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Oversees activities to ensure compliance with Auburn University policies and government regulations related to academic accommodations of Auburn University students.

RESPONSIBILITIES

- Oversees the review of medical, psychological, and educational reports to determine eligibility for academic accommodations and services.
- Provides interpretation and assistance to faculty, staff, and administrators in implementing the Americans with Disabilities Act and the Rehabilitations Act.
- Provides information to students regarding available academic accommodations and the official processes and procedures to request accommodation.
- Determines accommodations and addresses accommodation issues for individual students.
- Coordinates sign language and captioning needs for campus activities.
- Assists in the overall daily administration of the office, including, but not limited to, supervision of staff, financial/HR issues, and planning activities.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	3 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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