Vacancy Announcement

Assistant Director of Disability Support Services

Cascadia College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of Assistant Director of Disability Support Services. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent benefits.

The successful applicant will have the following qualifications:

Minimum Qualifications

- Bachelor’s degree in Education, Psychology, or a human services-related field.
- Demonstrated experience in knowledge and application of the laws regarding Reasonable Accommodation, including American Disabilities Act, Rehabilitation Act of 1973, and other applicable state, local and federal laws/regulations.
- Two years of work experience in a higher education setting; or equivalent combination of education and experience.

Preferred Qualifications

- Master’s degree in Student Development Administration, Education, Counseling, or Human Services.
- One year experience evaluating and interpreting disability documentation in higher education.
- Computer literacy with competency in Microsoft Word, Excel, Access, Outlook, and Internet Explorer.
- Familiarity with a Student Management System.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

The anticipated start date for this position is June, 2015. This position may require occasional weekend and evening responsibilities.

Application Procedure: Applicants must submit the following for a complete application:

- Cascadia College application form (please click the link)
- Cover letter (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- One page statement describing your professional philosophy regarding disability support services in a community college setting.
- Resume
- Federal and State Reporting Form (optional)

For priority consideration, complete application packets must be received by the priority date of Monday, April 27th, 2015 at 9am.

Application submissions should be sent to applicant@cascadia.edu; please type in the subject line of the email AD-DSS. Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia College. For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s website: www.cascadia.edu/employment.

Cascadia College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Executive Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
Assistant Director of Disability Support Services

Full or Part-Time: Full-Time
FLSA Status: Overtime Exempt
Salary: $54,634 Annually
Supervising Position: Director of Student Advising and Support Services
Duration: Permanent
Union Representation: N/A

Position Summary:

With general leadership from the Director of Student Advising and Support Services and together with the Student Success Services Team, the Assistant Director of Disability Support Services will help deliver comprehensive, seamless access services to eligible students and participate in outreach and recruitment activities for the Disability Support Services program. This position is responsible for managing the activities of the Disability Support Services area, ensuring the provision of appropriate academic accommodations to students with disabilities, serving as an expert resource to faculty/staff on disability accommodations as well as being a campus leader promoting a disability positive campus climate.

This position supervises a full-time Program Assistant and liaises with the Veteran Resource Center and Counseling Services.

Essential Duties and Responsibilities: The following have been identified as essential functions of the position.

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<th>Duties &amp; Responsibilities</th>
<th>Frequency</th>
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<td>Direct the daily operation of the Disability Support Services (DSS) Office:</td>
<td>Monthly 50%</td>
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<td>a. Recommend and draft DSS policies and procedures for the Director of Student Advising and Support Services.</td>
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<td>b. Evaluate and interpret student disability documentation to determine eligibility and appropriate accommodations. Develop, implement and oversee formal written accommodation plans for each qualified DSS student.</td>
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<td>c. Provide new students with information regarding DSS, its services, policies and procedures, Conduct outreach to potential students, high schools, outside agencies and the community on issues related to disability services at Cascadia.</td>
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<td>d. Educate and collaborate with administration, faculty, staff, student, and outside agencies to resolve issues surrounding individual accommodation plans and ADA compliance. Liaise with the college’s Counseling Services.</td>
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<td>e. Troubleshoot and resolve daily accommodation and educational issues related to DSS services and students with disabilities.</td>
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<td>f. Address the increased nature, scope and complexity of accommodation issues that include mental health, behavioral, and liability risks.</td>
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<td>g. Assess the technology accommodation needs of students (software and hardware) and develops adaptive solutions and trains students to use assistive technology.</td>
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<td>h. Identify service providers, equipment and instruction/support service methods for</td>
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students requiring special accommodations.

i. Develop disability positive programming with campus partners including student life such as Disability History Month and other events.

Lead and supervise staff, contractors and volunteers, including hiring, training, managing and evaluating the DSS Program Assistant and all Accommodation Assistants (interpreters, note takers, etc.).

Develop, monitor and track office budget. Serve as DSS budget authority for purchase orders and contracts.

Create, maintain and analyze student and college records including confidential files. Maintain program statistics and proper records to be submitted upon request for state and institutional reports.

Build effective relationships with faculty to ensure compliance regarding students' academic accommodations and needs in the classroom.

Facilitate the delivery of the appropriate accommodations to meet student needs in a cost effective and timely manner.

Collaborate with the Veteran Services and activities in the Veteran’s Resource Center.

Develop and implement campus workshops, literature and activities for students, faculty and staff on access issues and a disability positive campus climate. Also, develop student disability-related publications: i.e. brochures, articles, web resources, handbooks, etc. in both standard English and alternative formats.

Perform other duties of a similar nature or level.

Position Description:

Disability Support Services Leadership

- Provide appropriate accommodations to qualified students with disabilities consistent with disability documentation, the ADA Sec. 504 of the Rehab Act, and Cascadia policies and procedures.
- Coordinate the use of assistive/adaptive equipment, testing accommodations, service provider contracts, and specific academic accommodations to qualified students including note takers, interpreters, etc.
- Monitor the need for disability-related materials and equipment and submit requests to the department.
- Assist faculty in making necessary classroom accommodations and curricular adaptations for students.
- Track and monitor the disability support services budget.
- Interpret disability documentation including aptitude and achievement test scores such as Wechsler Adult Intelligence Scale-Revised (WAIS-R) and Woodcock-Johnson Psycho Educational Battery-Revised (WJ-R).
- Recommend, draft and advise on policies, procedures and services that affect students with disabilities.
- Submit funding requests as needed.

Faculty and Staff Training & Support

- Train faculty, staff and the college community on issues and policies related to disability issues in higher education and methods for appropriate referral.
- Take a leadership role in promoting a disability positive campus climate.
General
- Supervise a full-time Program Assistant and part-time Accommodation Assistants.
- Collaborate with Veterans Resource Center Staff.
- Liaise with the College’s Counselling Services.
- Attend/participate in professional development and professional organizations for the purposes of remaining current in the field.
- Attend and participate in statewide Advisory Groups.
- Perform other related duties as assigned by the Director of Student Advising and Support Services.

Education and Experience:

Minimum Qualifications
- Bachelor’s degree in Education, Psychology, or a human services-related field.
- Demonstrated experience in knowledge and application of the laws regarding Reasonable Accommodation, including American Disabilities Act, Rehabilitation Act of 1973, and other applicable state, local and federal laws/regulations.
- Two years of work experience in a higher education setting; or equivalent combination of education and experience.

Preferred Qualifications
- Master’s degree in Student Development Administration, Education, Counseling, or Human Services.
- One year experience evaluating and interpreting disability documentation in higher education.
- Computer literacy with competency in Microsoft Word, Excel, Access, Outlook, and Internet Explorer.
- Familiarity with a Student Management System.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

Please See Next Page
Required Knowledge, Skills and Abilities:

Knowledge, Skills, and Abilities:

Knowledge:
- Disability support/accessibility practices and principles;
- Leadership/supervisory principles;
- Customer service principles;
- Recordkeeping principles;
- Assistive technology equipment, electronic information, alternate media formats, and software;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations;
- Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act (ADAAA) of 2009; the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws pertaining to higher education and disability.

Skills:
- Managing and monitoring budgets;
- Managing and executing multiple tasks;
- Maintaining various confidential records;
- Maintaining appropriate professional boundaries with students;
- Analyzing and developing policies and procedures;
- Preparing and presenting training materials;
- Providing customer service;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities:
- Learn and use the Washington State computer student management system in order to successfully provide student admissions and registration services;
- Acquire and use detailed knowledge of state and campus policies and procedures governing admissions, advising, registration, and disability support services;
- Work with multi-ethnic and culturally diverse populations with a strong commitment to pluralism;
- Support a diverse workplace and educational environment;
- Supervise and mentor employees, contractors and volunteers;
- Work independently and manage multiple tasks.

Physical Work Environment:

Position in this class typically require: operating a computer, communicating, observing and repetitive motions.

Semi-Sedentary Work: Involves staying in a stationery position to a significant degree. Jobs are sedentary if moving is required only occasionally and all other sedentary criteria are met. Work is performed at the Cascadia College campus and in a variety of local settings.

Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to transport, put, install, remove, or otherwise move objects, including the human body.
**Condition of Employment:**

Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

**Note:**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the area.

________________________________________  __________________________
Employee  Date

________________________________________  __________________________
Supervisor  Date