



## POSITION DESCRIPTION

**TITLE:** Assistant Director, Center for Students w/Disabilities  
**FLSA STATUS:** Exempt  
**CATEGORY:** Professional  
**GRADE:** E

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**JOB SUMMARY:** Assist in the daily operations of the Center for Students w/Disabilities and provide supervision and oversight of campus coordinators and the support services coordinator for the District.

**In-person work on campus is an essential function of this position.**

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ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Oversee the delivery of support services for disabled students, including request for note takers; interpreters, readers, test assistance, scribes and adaptive technology usage; monitor support service utilization, recommend changes.	45%
2. Provide direct supervision of campus coordinators and the support services coordinator; provide direction and guidance to assigned staff including orientation, performance appraisal, professional development, coaching and counseling; participate in setting performance goals and priorities that contribute to departmental mission.	20%
3. Provide variety of professional input on programs, short and long term goals and objectives; assist director with budget development and tracking, grant preparation and compliance with internal and external budget requirements and the Americans with Disabilities Act (ADA) law; respond to policy and procedure questions relating to disability; research issues and recommend new or revised departmental policies and procedures.	10%
4. Identify and evaluate new disability-related support needs; recommend changes; arrange and conduct professional staff training for Educational Services Student with Disabilities staff.	5%
5. Develop and maintain an automated computer database for tracking staff assignments and schedules, departmental statistics and related disability information.	5%
6. Provide information and clarification to instructors and other college personnel regarding roles, services, etc.	5%
7. Act on behalf of the Director during the Director's absence.	5%
8. Perform other duties as assigned.	5%

**SUPERVISORY RESPONSIBILITIES:** First level supervisor for CSD staff.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree

**EXPERIENCE:** Five (5) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Working knowledge of Assistive Technology for people with disabilities;
- Working knowledge of law governing the provision of services to persons with disabilities;
- Effective verbal and written communication skills;
- Effective organizational and detail oriented skills;
- Ability to interact with all levels of employees at the institution, as well as, any member of the community;
- Ability to prioritize and handle multiple tasks;
- Ability to handle and manage confidential information with the highest level of professionalism and integrity;
- Experience supervising & managing personnel;
- Experience reviewing and recommending budgets.

**2. Equipment Used:** Personal Computer and other equipment associated with an office environment.

**3. Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

Job is performed in general office or comparable working area with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*