

# CT STATE COMMUNITY COLLEGE

## Central Office Job Description Director of Accessibility and Disability Services

**Salary Level:**  
CCP 21 (Subject to Willis)

**Date Approved/Revised:**  
Rev. 1 10/31/24

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### **POSITION PURPOSE:**

The Director of Accessibility and Disability Services supervises the delivery of comprehensive and coordinated services for students with disabilities and accessibility needs, as defined under the 1990 Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act for the entire CT State Community College, inclusive of 12 legacy campuses, 23 instructional sites. The Director serves as the primary liaison with state and private agencies and as a resource to CT State Community College campuses and to the public at-large. The Director supervises the professional and support staff, manages operating and auxiliary aids budgets, and conducts annual program and service evaluations. The Director researches and remains current on issues related to disability support services in K-12 and postsecondary settings.

### **SUPERVISORY AND OTHER RELATIONSHIPS:**

The Director of Accessibility and Disability Services reports to the Vice Provost of Student Affairs. The position typically supervises professional staff members that include Campus Disability Coordinators and learning specialists.

The position is required to work collaboratively with faculty and with other CSCC college offices and services and to build and develop partnerships, relationships, and collaborations with all facets of the institution to facilitate and enhance the resources and services provided to students. The position also routinely collaborates with EEO/DEI Offices and with secondary school partners related to dual and concurrent enrollment consulting on cases determining use of Americans with Disabilities Act (ADA) versus Individuals with Disabilities Education Act (IDEA) compliance.

### **EXAMPLES OF DUTIES:**

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Manages, leads, and directs the staff and activities of the Offices of Disabilities/Accessibility Services and all ADA and Section 504 compliance programs of CT State Community College related to student support services.
- Serves as a resource to the entire college wide community, including individual faculty, in designing and delivering reasonable accommodations required by the law.
- Establishes and maintains collegial and programmatic relationships with student affairs, academic affairs, and administrative affairs divisions; Engages in collaborative program initiatives related student access and success.
- Supervises and evaluates all professional and support staff of the Campus Offices of Student Disability Services; selects, trains, and supervises campus directors of disability services at each campus
- Develops and manages collegewide program budgets, including division operating budgets, auxiliary aid budgets, and funds obtained through grant applications.
- Develops and updates, as required, all written policies, procedures and protocols guiding the work of the division, ensuring policies are consistent with legal mandates related to disability in postsecondary education settings.
- Provides training, professional development, and serves as a resource to all campus constituencies (individual faculty and staff, student affairs, academic affairs, and administrative affairs) on all aspects of the division, including but not limited to accessibility training, sensitivity to disabilities, emerging trends in disability rights and services.
- Collects, analyzes, and uses data to inform improve services, and support the equitable attainment of post-secondary credentials.

- Convenes disability and accessibility staff to review and analyze data, identify trends, and recommend modifications to practices and protocols that improve student-centered practice.
- Coordinates and manages budget and budget allocation of recruitment of staff in partnership with campus disability directors.
- Conducts on-going and end-of-year evaluation activities to assess the effectiveness of the services and satisfactory progress of all campus disability offices.
- Assures the highest level of confidentiality for all service providers which reflect the privacy rights of all student clients of the office of Student Disability Services.
- May serve as advisor to student organizations which promote institution-wide understanding of disability issues.
- Serves on the Digital Access Committee to ensure compliance with closed captioning of online and recorded materials.
- Consults with and advises school and campus deans, program coordinators and department chairs on program occupational skill-based requirements and determining any exceptions for accommodations or alternative options.
- Partners with Campus Directors of Academic Support Centers related to testing accommodations.

### **PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings;
- Serves on committees as authorized by the Vice Provost of Student Affairs, and represents the division in meetings, seminars, and workshops, both on and off campus.

### **QUALIFICATIONS:**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Administrative experience with demonstrated ability to relate to students, faculty, and staff.
- Proven ability and experience working with students with disabilities and delivering services to them and recognized and proven ability to coordinate a large, multi-faceted program of student support services.
- Demonstrated strong organizational skills.
- Strong networking with social service agencies and community-based partners that serve and provide resources to individuals with disability and accessibility needs.
- Demonstrated understanding of ADA compliance.
- Extensively trained in Universal Design principles and neuro divergent needs.
- Knowledge of Assistive Learning Technology/Adaptive Devices.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's Degree in Special Education, or related field, together with four to seven years of related experience that includes two to four years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **WORK ENVIRONMENT**

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.