

Posted: 07/02/2021

Salary Range: \$43,200.00-\$48,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for an **Assistant Director of Accessibility & Learning Excellence**. The Assistant Director of Accessibility & Learning Excellence, in consultation with the Director of the Health and Wellness Center, is responsible for organizing, administering and evaluating all campus services for students with disabilities, as well as resources that promote the academic success, growth, and development of all diverse learners at The College of Idaho. This position collaborates with the Director of Health and Wellness to ensure professional leadership and guidance is provided to College faculty and staff on best practices for meeting the [accessibility and learning excellence](#) needs of students, and ensuring that high-quality, accessible services are delivered. This includes education on best practices for accommodations and inclusion of people with disabilities. The DALE Assistant Director is expected to be a contributing member of the Student Affairs Division.

### **Essential Functions**

- Oversees daily operations of the Department of Accessibility & Learning Excellence (DALE) including supervision of student employees.
- Establishes clear channels of communication with students, faculty, and staff regarding DALE services, and specifically the accommodation process.
- Provides individualized and campus-wide student academic success resources.
- Supervises Learning Coaches to facilitate peer support for the development of academic soft skills and fundamental skill-sets.
- Conducts workshops to teach student body academic success strategies in time management, study strategies, note-taking, reading, etc.
- Provides 1-1 student meetings to assess academic strengths and barriers then facilitates appropriate academic counseling to reach goals or develop skills necessary for success.
- Provides support for students with disabilities.
- Interprets documentation based on evidence-based criteria, evaluates student need utilizing documentation in conjunction with observations and individualized assessment, and makes recommendations for holistic support services and accommodations based on this comprehensive evaluation, in consideration of any relevant institutional policies.
- Coordinates all academic, residential, dietary, animal assistance, and temporary accommodations for all students, including concussions.
- Specific collaboration with Athletics and Academic Affairs to communicate athlete concussions between Athletic Trainers and Faculty.
- Collaboration with Facilities to ensure a campus that is accessible in physical design and that promotes an aware and accepting culture towards inclusion of people with disabilities.
- Maintains the College of Idaho's Testing Facility and the student proctor team to run daily functions of facilitating accommodated exams for students with disabilities.
- Provides guidance and education to faculty and staff regarding best practices in developing services that promote inclusion of students with disabilities.
- In consultation with the Director of the Health and Wellness Center, works closely with Academic Affairs to facilitate student academic accommodations and coordinate logistics of accessible media, accommodated testing, flexible attendance/deadlines, participation considerations, sensory considerations, sensitive content warnings, etc.
- Presenting in courses to promote DALE services.
- Meeting professors 1-1 to troubleshoot and plan for individualized student success.
- Provide Faculty resources on compliant course materials, best practices for inclusion, and policies to navigate accommodation facilitation.
- Collaborates with the AVP for Academic Support in supporting at-risk students
- Collaborates with the Counseling Center to provide mutual referrals, manage cases, and collaborate in students' best interest, as necessary. Frequent collaboration to register students' psychiatric disabilities assessed in the Counseling Center with DALE for accommodations.

- Collaborates with IT and the Ed Tech Coordinator to ensure students who utilize Assistive Technology have access to content in courses and campus activities. Coordinates education of technological accommodations- captions/transcriptions, audio conversion of texts of course materials, large print materials, etc.
- Collaborates to support student behavioral intervention or instances of crisis that involve a student with a registered disability and their symptoms.
- Partners with departments on campus to ensure an effective delivery of accessible services, e.g. Admissions, Counseling Services, Residence Life, Campus Safety, Student Involvement, Diversity & Inclusion, Marketing & Communications, Dining services, etc.
- In consultation with the Director of the Health and Wellness Center, conducts departmental assessment to determine use of services and impact on student retention.
- Additional duties as assigned.

### **Knowledge, Skills, and Abilities**

- Extensive knowledge of the Americans with Disabilities Act (ADA), Title III of the ADA, and Section 504 of the Rehabilitation Act of 1973.
- Ability to teach a wide array of learning strategies to all types of diverse learners.
- Knowledge of Microsoft Office suite, including Outlook, forms, OneDrive, flow, etc.
- Excellent communication skills, in English.
- Ability to maintain a high level of customer service.
- Self-motivated, willing to work independently.
- Detail oriented while adhering to guidelines, performance standards and policies.
- Strong work ethic and unquestioned personal integrity.

### **Qualifications**

- Master's degree in counseling, school counseling, rehabilitation counseling, special education, education, college student personnel, psychology, social work, or related field required.
- Three to five years of experience working with students to facilitate academic success.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

A complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). ***Application review will begin immediately.*** Applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.