

Posted: 06/08/2018

Annual Salary Range: \$43,700.00-\$48,000.00

Status: Full-time



The College of Idaho invites applications for a **Learning Support & Disability Services Director**. The Learning Support & Disability Services (LSDS) Director at The College of Idaho is responsible for organizing, administering and evaluating learning support and disability services for the College of Idaho student body. This position is also responsible for providing professional leadership and guidance to College faculty and staff on best practices for meeting the learning and disability services needs of students, and ensuring that high-quality support services are delivered. The LSDS Director is expected to be a contributing member of the Student Affairs Division.

Essential Functions

- Directly supervises and coordinates all personnel, activities and responsibilities within the LSDS department.
- Meets with students regarding learning support and disability services, and assists qualified students in obtaining electronic textbooks and other course materials.
- Establishes clear channels of communication with students, faculty, and staff regarding the LSDS department's services, and specifically the accommodation process.
- Provides guidance to faculty and staff regarding best practices in developing services that meet the needs of students with disabilities.
- Interprets and makes recommendations for support services and accommodations based on available testing results.
- Provides test proctoring services for students with certain accommodations.
- Oversees the Academic Success Center and collaborates with faculty to provide learning support services to students.
- Supervises the learning support specialist and collaborates with the VPSA and VPAA in overseeing and providing for study skills modules or courses, if appropriate.
- Collaborates with the Assistant Dean/Director of PEAK to establish and manage the LSDS department budget.
- Collaborates with the Assistant Dean/Director of PEAK and VPSA as part of the annual College budget process to make sure the College is progressing toward the goal of Universal Design.
- Collaborates with the Counseling Center to provide for and/or help facilitate testing and other student support as needed.
- Partners with appropriate support services on campus to ensure an effective delivery of services, e.g. Admissions, Counseling Services, Residence Life.
- Collaborates with Human Resources to provide training and consulting services for faculty, administration and staff on disabilities issues.
- Assists students with initiating Grievance Policy procedures when deemed necessary.
- Maintain association with AHEAD and NASPA
- 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.
- At least five years of experience working with students in a learning support capacity.
- Knowledge of Microsoft Office suite.

- Excellent communication skills, both oral and written, 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

- Masters degree in counseling, school counseling, special education, education, college student personnel, psychology, or related field required.
- 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.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

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

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin July 5, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

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