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|-------------------|---|--------------------|------------------------|
| <b>Job Title</b>  | Assistant Director Accessibility Service  | <b>Job Code</b>    | SD0113                 |
| <b>Pay Plan</b>   | A&P                                       | <b>Pay Grade</b>   | 17                     |
| <b>Union</b>      | Non-Union                                 | <b>FLSA Status</b> | Exempt                 |
| <b>Job Family</b> | Student Development & Enrollment Services | <b>Union Code</b>  | 0                      |
|                   |   | <b>Subfamily</b>   | Accessibility Services |

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Accessibility Services Professionals** provide planning, developing, and implementing programs, processes, and activities for students with disabilities to promote access and success in the academic and campus environment.

**Job Summary**

Responsible for facilitating access to courses, programs, services, activities, and facilities for students with disabilities. May also function as a coordinator for a specific disability.

**Representative Duties**

**1.**

- Meets and collaborates with students, faculty and staff to identify academic barriers and negotiate reasonable accommodations to enable students' full participation in the classroom environment
- Recommends alternate solutions when student expectations conflict with faculty expectations
- Manages all aspects of services for students who use alternate methods as their primary mode of communication
- Hires and schedules staff of certified interpreters and aides for classroom and campus activities
- Negotiates and maintains relationships with community interpreting agencies for services for assignments UCF staff cannot cover
- Collaborates with Student Accessibility Services (SAS) team members regarding student issues and concerns, internal procedures and processes, external communication, and services
- Processes and verifies bi-weekly staff timesheets and monthly agency invoices
- Creates and distributes invoices for UCF departments requesting interpreting services
- Participates in professional development, workshops and conferences regarding disability-related issues
- Conducts on-campus presentations regarding disability to promote a more inclusive campus environment
- Serves as a point of contact for SAS at various tablins and committee meetings

**2.**

- Determines appropriate access and technology to be used to accommodate students with disabilities
- Develops and facilitates accessible technology training workshops
- Partners with UCF IT to increase campus wide digital accessibility
- Provides guidance to the testing center
- Conducts Welcome Meetings with students
- Assists students in identifying field of interest and careers of interests
- Assists with the coordination of academic advising, course selection, audit permission, and creating course modification plans
- Develops and maintains positive collaborative relationships with partners on and off campus

| <b>Education, Experience, Skill Requirements</b>  |                 |                  |
|---|-----------------|------------------|
|   | <b>Required</b> | <b>Preferred</b> |
| <b>Education Level</b>  | Bachelor's      | Master's         |
| <b>Certification(s)</b>   |                 |                  |
| <b>Licensure(s)</b>   |                 |                  |
| <b>Work Experience</b>  |                 |                  |
| 4+ years of relevant work experience<br>1+ years of leadership experience<br>OR<br>2+ years of relevant work experience with a Master's Degree<br>1+ years of leadership experience |                 |                  |
| <b>Additional Requirements</b>  |                 |                  |
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| <b>Physical/Environmental Demands</b>                       |
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| Standard office environment with no unique physical demands |

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**