

Director, Disability Services

James Madison University

The Division of Student Affairs includes University Career Center, Center for Multicultural Student Services, Community Engagement and Volunteer Center, Counseling Center, Dean of Students, Sexual Orientation, Gender Identity & Expression, Office of Student Accountability and Restorative Practices, Orientation and Transition, Residence Life, Student Life, University Health Center, Health Promotion, and University Recreation. The division is an integral university in supporting the mission, vision, and values of the university. Successful candidates will infuse these values in their day-to-day practice.

- Student Affairs Values
- Focusing on Students
- Leading Courageously
- Transcending Boundaries
- Creating Belonging
- Embracing Innovation and Change
- Honoring and Valuing Our Staff
- Promoting Health and Well-being

Duties and Responsibilities

#1 Departmental Leadership and Supervision:

Oversees and administers the university's disability services program. Acquires, maintains, and contributes to the body of knowledge and expertise in disability services. Provides consultation to the institution in all matters related to disability services. Creates educational environments for students by integrating learning opportunities related to disability services with learning opportunities that originate within other departments.

Ensures university compliance with Sections 504 & 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state regulations with regard to student-related disability issues. Reviews and evaluates clinical documentation to determine eligibility and appropriate accommodations.

#2 Disability Services Direction and Advancing the Unit:

Directs the development of departmental and individual goals and objectives tied to university and divisional missions. Develops strategies for accomplishing goals and objectives and manages resources effectively. Anticipates, identifies and responds to issues related to departmental functions. Strategizes and considers opportunities for creating awareness, training, and continuing education for the broader JMU community, related to the overall work of the department, available services, accommodations process, legal and university compliance, Universal Design, and High Leverage Practices etc.

#3 Disability Culture, Advocacy, Education, and Affinity Direction:

Conduct research, coordination and guidance for the implementation and execution of a reasonable strategy for the Office of Disability Services to create opportunities for building community amongst students with disabilities and/or neurodivergence. This includes but is not limited to the creation of affinity spaces, ongoing support programs, initiatives, orientations, and services for disability culture, advocacy, and education, and opportunities to build intercultural relations amongst the affinity groups within the Accessibility & Belonging area and the broader JMU community.

Design and implement varied educational programs and campus-wide trainings for faculty, staff, students, and community members about Disability Culture, accommodations, compliance, and student needs etc. Advocate on behalf of the needs of students which could include:

- Meeting with students with concerns
- Identifying and addressing institutional areas of challenge and opportunities
- Collaborating with other university leaders to improve access and inclusivity of services
- Being a champion for Disability Culture, knowledge and awareness
- Working creatively with others to anticipate and provide constructive responses to challenging campus and community issues
- Leading efforts to provide learning opportunities, programs, and dialogues that engage diverse perspectives and foster shared understanding & responsibility in collaboration with students, faculty, staff, administrators, alumni, and community stakeholders

#4 Disability Services Staffing:

Oversees the recruitment, selection, orientation, development and assimilation of a diverse staff. Supervises senior staff and selects support staff and delegates authority and responsibility to effectively achieve goals. Creatively addresses staff shortages, vacancies, etc. Supports staff in increasing their capabilities to contribute through departmental training and professional development.

#5 Disability Services Measurement:

Initiates and facilitates departmental measurement including needs assessment, outcomes assessment, program evaluation, and performance appraisal. Prepares and maintains reports, statistics and presentations related to the work of the department. Leads the staff in periodically reviewing and revising organization vision, mission, values, goals, and objectives.

#6 Disability Services Communication:

Oversees the flow of information within and beyond the department regarding institutional and departmental missions, visions, values, goals, policies, issues, and decisions. Coordinates with other offices to ensure the availability of services and to avoid duplication of services. Provides information and professional judgment related to student needs, interests, and issues to other university personnel.

#7 Institutional Partnerships & Outreach:

Oversee, support, and assist with, both, maintaining existing campus or external partnerships if appropriate and with planning and implementing departmental collaborations across the University (e.g., campus departments and student organizations).

Build new partnerships with all assigned units in Accessibility & Belonging, the currently include the Sexual Orientation, Gender Identity, and Expression (SOGIE), The Center for Multicultural Student Services (CMSS), JMU VALOR and Religious Life, to create more synergy that leads to inclusive and accessible opportunities for the celebration of various student identities.

Build intentional collaborative efforts with offices such as Office of Registrar, Admissions, Card Services, Student Life & Office of Residence Life (ORL) to enhance the overall campus life experience for students with disabilities and neurodivergence.

Lead efforts to collaborate with Academic Affairs and form new partnerships with academic units to ensure smooth processes and collegial relations when working in collaboration to support students approved accommodations and accessibility needs.

Qualifications

Required:

- Candidate must demonstrate substantial experience with disability services or similar field
- Experience supervising staff
- A record of collaboration across functional work areas related to the field
- Experience managing multiple projects simultaneously
- Ability to communicate effectively with a variety of stakeholders including those listed in job description
- Ability to communicate effectively with students and those needing support, accommodations, and field-related education and assistance
- A record of advocacy
- Have an in-depth knowledge of the field of disability services, the accommodations process, current trends, and policies and laws associated with the work

To learn more and to apply, go to jobs.jmu.edu and reference posting 20000343. Review of applications begins 5/17/2024. Pay range: \$95,000 -\$105,000.

James Madison University is committed to creating and supporting a diverse and inclusive work and educational community that is free of all forms of discrimination. This institution does not tolerate discrimination or harassment on the basis of age, color, disability, gender identity or expression, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status We promote access, inclusion and diversity for all students, faculty, staff, constituents and programs, believing that these qualities are foundational components of an outstanding education in keeping with our mission. The university is interested in candidates whose

experience and qualifications support an ongoing commitment to this core quality. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity: (540) 568-6991.