

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Associate Director
Disability Services
Regular Full-Time Position
Position Number 315400**

General Description

The Associate Director reports to the Director of Disability Services and, in conjunction with the Director, manages the operational, administrative and programmatic functions for the department. The incumbent assists in the development and implementation of a comprehensive program of support services for students with disabilities.

Primary Duties and Responsibilities

- Ensure the University is in compliance with the Vocational Rehabilitation Act, Section 504 and Section 508 and the Americans with Disabilities Act of 1990 requirements concerning disability issues.
- Develop and implement a comprehensive program of services to meet the needs of students with disabilities within the framework of existing regulations.
- Review, interpret and evaluate psycho-educational and medical documentation on students and applicable federal laws to determine eligibility for disability services and reasonable accommodations; follow up with agencies, physicians, mental health professionals and school systems to clarify or obtain documentation.
- Design and coordinate academic accommodations and services based on documentation provided appropriate professionals.
- Supervise Adaptive Technology Coordinator and the assistive technology program; manage universal design needs for the campus to ensure access for all students.
- Remain current with changing technologies related to disability accommodations; facilitate the usage of computers and assistive technology by students with disabilities to enhance academic and occupational success.
- Manage a caseload of students registered with Disability Services; develop individual written educational plans for students with disabilities.
- Supervise the referral of students to the Department of Vocational Rehabilitation Services for assessment as potential VR clients.
- Contract with external agencies to provide disability accommodations as needed.
- Implement and manage student data collection, storage and delivery procedures using Banner and other software applications; oversee the electronic generation of student accommodation letters.
- Maintain records, prepare reports and conduct assessment and evaluation activities for the department.
- Develop and monitor departmental budget in concert with the Director.
- Assist in the review of current policies, establishment of new policies and departmental procedures.
- Supervise and manage interns, graduate assistants, student employees and volunteers.
- Assist in the day-to-day management of the department; make decisions in absence of the Director.
- Provide outreach, in-service training and consultation for administration, faculty and staff which focuses on the awareness and provision of academic support services and accommodations for students with disabilities.
- Conduct workshops and make presentations to both on-campus and off-campus groups.
- Develop and update written materials for the department such as the student handbook and documentation standards manual.

Primary Duties and Responsibilities continued

- Participate in networking, professional development, continued education and training to remain up-to-date in the field of disability services.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to facilitate assistive technology training appropriate for students with disabilities.
- Working knowledge of the Vocational Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990.
- Knowledge of students with disabilities and the academic, social and vocational implications for students with disabilities.
- Knowledge of prescriptive learning strategies, coping techniques, resources and accommodations appropriate for students with disabilities.
- Knowledge of psycho-educational diagnostic and assessment instruments, methods and techniques appropriate to students with disabilities.
- Ability to effectively advise and counsel students with disabilities.
- Ability to facilitate training sessions for faculty, staff and tutors.
- Ability to plan, organize and implement a comprehensive program.
- Ability to effectively manage an on-campus Case Management Program.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner and assistive technology software.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- Bachelor's degree.
- Three years of previous work experience working in a disabilities services environment.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree (preferably in rehabilitation, guidance and counseling, higher education, student personnel services, counseling, education, or psychology) with three years minimum experience working in a disabilities services environment.
- Previous work experience in higher education.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS