

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.

**Director
Disability Services
Regular Full-Time Position
Position Number 919060**

General Description

The Director of Disability Services reports to the Vice President for Student Affairs and is responsible for providing leadership in the management of the appropriate programs and staffing in support of students with disabilities to ensure compliance with the Vocational Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act as amended 2008 and other local, state and federal laws, rules and regulations. The Director has the supervision of the day-to-day operation of the office.

Primary Duties and Responsibilities

- Oversee a comprehensive program of services to meet the needs of students with disabilities within the framework of existing regulations.
- Supervise Associate Director, Adaptive Technology Coordinator, support and clerical staff, graduate assistant and student employees.
- Supervise the functions of the Office of Disability Services and its programs.
- Work in concert with the Associate Director and the Adaptive Technology Coordinator in the supervisory function of the Adaptive Computer Lab; oversee maintenance and expenditures related to keeping the technology up-to-date.
- Help ensure the University is in compliance with the Vocational Rehabilitation Act, Section 504 and Section 508 and the Americans with Disabilities Act as amended 2008 requirements concerning disability issues.
- Create internal and external written materials relating to Disability Services (news releases, reports, internal newsletter, etc.) and supervise their dissemination.
- Process intake information on students who self identify as having a disability to determine appropriate academic accommodations.
- Coordinate with local, state, and federal agencies for the provision of services to students with disabilities.
- Oversee professional/staff development and training.
- Evaluate medical/psychological documentation and recommend appropriate accommodations and support for students with disabilities.
- Assist individual faculty members in understanding the accommodations process for students with disabilities.
- Serve as a consultant to University departments, programs and personnel to enhance the participation of students with disabilities in all curricular, co-curricular and extra-curricular programs and services.
- Develop and implement a monitoring plan for identifying problems and barriers for students with disabilities.
- Interpret state and federal legislation relating to persons with disabilities; assess the impact of legislation on the University's policies, procedures, programs, and services.
- Provide consultation and support for services for students with disabilities at Fort Campbell and other off-campus sites.
- Identify needs and opportunities for program development, university-wide staff development and appropriate outreach for all aspects of the office of disability services and the unique needs of students with disabilities.
- Serve as advisor for Lambda Epsilon Zeta Nu (students with disabilities support group).
- Assume budget administration responsibilities or reconciliation and monitoring of departmental budget funds and reconciliation of year-end inventory, reports, and resources; approve expenditures.

Primary Duties and Responsibilities continued

- Remain current with changing technologies related to disability accommodations; facilitate the usage of assistive technology by students with disabilities to enhance academic and occupational success.
- Serve as a resource person for the community on disability issues.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to develop, implement and manage all functions related to disability services.
- Ability to identify problems and solutions to barriers for disabled students.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- 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 prepare accurate records and reports.
- Ability to accurately interpret state and federal regulations.
- Ability to develop and interpret University policies and procedures.
- Ability to use sound judgment in interactions with students and in decision-making.
- Ability to independently plan and direct a variety of programs and services.
- Knowledge of disabilities and the academic, social and vocational implications students with disabilities.
- Knowledge of prescriptive learning strategies, coping techniques, resources and accommodations appropriate for students with disabilities.
- Knowledge of assistive technologies appropriate for students with disabilities.

Required Minimum Qualifications

- Master's degree in Psychology, Vocational Rehabilitation, Special Education, or related area.
- Demonstrated ability to work sensitively with students with disabilities.
- Three years of relevant experience in an environment working with individuals with disabilities.
- Experience in supervising staff.
- A background check will be required of the successful applicant.

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