



Inbox PeopleAdmin

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[Home](#) [Position Descriptions](#) [Titles](#) | [My Profile](#) [Help](#)Sherrill McDowell, you have 0 messages. [Manager/Designee](#) logout[Position Descriptions](#) / [Executive Staff](#) / [Director, Services for Students with Disabilities](#)**Position Description: Director, Services for Students with Disabilities (Executive Staff)**

Current Status: Active

Position Type: Executive Staff
Department: Services for Students with Disabilities

Created by: System Account

Print Preview (Employee View)

Print Preview

Modify Executive Staff Position (Change Existing FTE)

 Request Posting for Executive Staff Position
(Replacement)[Summary](#)[History](#)**Classification Title**

Please review the details of the Title below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Title using the actions listed in the Workflow actions for this posting pane.

Title Information

Title	Director, Services for Students with Disabilities
Grade	NC
Jobs #	
FLSA Status	E
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's degree in psychology (clinical or counseling), education, special education or closely related field. Five years of experience with disability services in higher education or closely related work experience is required. Two to three years of administrative experience helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Oversee the day-to-day operation, coordination, and administration of the Services for Students with Disabilities department.
Primary Responsibilities	Duties will include providing accommodations for students with disabilities and reviewing related documentation. Manages contracts with third-party vendors and other service providers. Collaborates with external departments. Oversees program development, marketing, and evaluation. Assures American's with Disabilities Act (ADA) compliance. Coordinates departmental assessment projects. Manages departmental budget. Supervises and evaluates department staff. Involved in policy and procedure development, ADA implementation, collaboration, and consultation. Critical incidence response as needed. Performs other related duties as assigned.
Other Specifications	Regular contact with students, faculty, and staff. Proficiency in the use of English and spelling. Ability to assess student's needs. Requires knowledge of and experience with federal and state disability guidelines, expertise in evaluating student requests for accommodations, and requisite supportive documentation. Excellent oral and written communication skills.
Supervision Given and Received	Receives minimum direction and reports directly to the Executive Director of Counseling and Health Services. Provides supervision to support staff members.

Hours per week
Work schedule
Pass Message
Fail Message

Position Details

Employee Information

Employee First Name	Charles
Employee Last Name	Osborn
SAM ID	000324849

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Job Number	1948

Position Information

Position Number	1M9879
Hiring Salary Type	Yearly-Administrative
Employee Class	E1 - Stf Exmt Salaried FT

FTE	1
Is this a temporary position?	
If a Temporary position, indicate ending date of position	
Additional Position Specific Details	
Employment Statement	

Contact Information

Contact Name & Title
Contact Phone
Contact Building & Room #
Contact Fax
Contact Instructions Summary
Contact Email

Funding Information

Fund	140100
Organization	770000
Account	701001
Program	50
Amount	
Percentage Funded	100

Staff Additions Changes

Staff Additions Changes

If the proposed position is approved, will additional costs be entailed?
If yes, provide additional cost details.
Requested Changes to Educational and Experience Requirement
Immediate Supervisor
Number of exempt employees supervised
Number of non-exempt employees supervised
Number of student employees supervised
Please explain in detail why a new position or changes to an existing position is needed. What factors caused the need? (You should be specific in your justification)
Have you explored alternatives which might be available to deal with the need? Please explain.

How will this position contribute to the department mission and University strategic plan?

Job Analysis Questionnaire

I. Required Experience

Indicate the amount of practical or applicable experience or "know-how" needed to perform duties satisfactorily exclusive of break-in orientation time: (check one)

Required Experience

II. Required Education

Indicate lowest grade of education required of a person starting in this position (not preferred or desirable education)

Required Education

*If special courses are needed to perform duties satisfactorily, please list here.

If Bachelor's degree selected, please list Major and Minor required

III. Supervision/Direction Received

Reference the following definitions for the questions below:

Close Supervision: Supervision available at all times. Instructions are explicit and do not permit deviation.

Immediate Supervision: Instructions are specific and simple but adequate. Supervision is usually available; work may be periodically checked and reviewed for accuracy and completeness.

General Supervision: Follows established practices and policies. Supervisor is usually available and desired results are clearly defined. Work requires the ability to make frequent minor decision. Completed work is reviewed for general accuracy and completeness.

Minimum Supervision: Desired results are clearly defined, but work methods are not prescribed except when a work assignment deviates substantially from the normal pattern. Supervision is usually available, but incumbent is expected to resolve work problems as they arise, make independent decisions, and work on most assignments with substantial independence.

General Direction: Work methods are not prescribed, but work methods or approaches to work problems usually are determined by incumbent based upon special knowledge or experience. Desired results are defined in general terms and incumbent generally works independently towards general results.

Minimum Direction: Desired results are indicated in major terms or objectives. Work methods or approaches to problems are determined almost entirely by the incumbent. Final results are appraised largely with respect to attainment of program objectives.

Broad Direction: Work is performed at major executive or professional levels where responsibility for broad planning and attainment of program objectives is vested in the incumbent. Work is appraised in terms of long range results.

To whom is this position directly responsible?

Select the option that most appropriately applies:

IV. Supervision Exercised

If the incumbent supervises the work of others give the title(s), number of employees supervised, and type of supervision (based on the definitions below)

Working/Partial Supervision: Supervision of employees over whom the position exercises responsibility for limited phases of supervision; e.g., assignment of work and follow-up to insure proper completion as in the case of a working supervisor or supervision exercised in the absence of the regular supervisor where responsibilities require their frequent absence.

Full Supervision: Supervision of employees over whom the position has responsibilities for recommending or affecting the hiring, continued employment, disciplinary and discharge actions, pay increases and the planning, organizing, scheduling, controlling and reviewing the work of others.

V. Contacts with Others

This section measures the importance of, and amount of time devoted to necessary and meaningful personal relationships inherent in the position. The degree of influence exerted by the incumbent, the importance of such contacts in compelling others into channels of guided action, and the frequency of those contacts are important

considerations. Contacts may be in person or by telephone.

The following definitions apply:

Routine Contacts are those involving the exchange of information and/or relations with employees of other work units in the performance of work, receiving and directing the general public and students, and providing general routine information.

Important Contacts are those involving the reception of, or providing information to department heads, high-ranking University officials, public officials, and distinguished visitors, etc.

List whomever is contacted, the type of contact and specify the percentage of work time spent with contact; i.e. up to 25% - 50%, and over 50%.

VI. Working Conditions

This section appraises the physical conditions under which the incumbent must work and the extent to which such conditions are disagreeable and hazardous. Also considered is the extent to which the incumbent must exercise care to avoid or prevent injuries to others.

Check the most appropriate answers to each of the following questions:

Indicate which areas the incumbent spends their time
Amount of time spent standing
Amount of time spent sitting
Amount of time spent moving
What unpleasant or disagreeable elements must incumbent endure?
Select percent of time exposed to the elements
What hazards or hazardous equipment and materials are involved in this position? Indicate approximate percentage of time exposed to hazardous elements.
What is the probability and potential severity of injuries that incumbent is at risk of?
Select the level of care necessary to avoid or prevent injuries to fellow employees

VII. Policy Interpretation

This section measures the responsibility for (1) analyzing and interpreting policies, procedures, laws, and regulations and (2) ensuring the implementation and development of policies and guidelines.

Review the below descriptions and select a corresponding number from the drop down menu.

1. Applies to own work moderately complex directives, procedures, or instruction provided by supervisor or contained in manuals. Work does not require writing procedure or procedural changes.
2. Interprets and applies moderately complex directives, procedures or instructions to own work and/or to insure compliance thereto of employees of one or more inter-related work-units. Work does not require writing of policies or policy changes.
3. Interprets and applies moderately complex directives, procedures or instructions to own work and/or to insure compliance thereto of employees of one or more inter-related work-units. Work may occasionally require writing policies and procedures or procedural changes.
4. Interprets or applies complex policies, manuals, regulations, statutes, or written guidelines relating to a specific functional area. Prepares written digests or procedural changes.
5. Interprets and/or implements complex policies, manuals, regulations, statutes, or other written guidelines relating to large scale or major programs affecting the University. Communications are in the form of bulletins, official memoranda, or additions/revisions to regulations.

Select the most appropriate

VIII. Judgement and Decision Making

This section evaluates the type and degree of latitude of judgment, complexity of problems and the frequency with which they are encountered, and also the consequences of poor judgment or errors of judgment with respect, for example, to the expenditures of funds, utilization of manpower, effect on public opinion and goodwill, and the acquisition or use of property, equipment, and facilities.

Review the below descriptions and select a corresponding number from the drop down menu.

1. Requires the exercise of minimum judgment; decisions are largely routine and involve a few minor problems. Little or no consequences of loss may result from poor judgment.
2. Requires limited judgment; decisions are largely routine and involve many minor problems; only minor consequences or loss may result from poor judgment.
3. Requires moderate judgment; decisions relate to many minor problems, and occasionally a major one; moderately serious consequences or loss may result from errors in judgment.
4. Requires considerable judgment; decisions usually involve major problems having broad implications; serious consequences or losses result from poor judgment.
5. Judgment is a prime factor in the performance of duties; incumbent is vested with final authority to make decisions within limits of established policies and procedures; significant and very serious consequences result from errors in judgment.
6. Incumbent is vested with final authority to make commitments and decisions limited only by laws and university-wide regulations and policies. Potential loss or gain is great since commitments and decisions have a long-term effect.

Select the most appropriate

IX. Position Specific Duties and Responsibilities

Position Documents

No documents have been attached.