

JOB DESCRIPTION:	Director of Student Accessibility Services		
DEPARTMENT:	Student Accessibility Office		
REPORT TO:	Assistant Vice President of Compliance & Civil Rights		
EEO CLASSIFICATION:	Executive/Senior Level Officials & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	423155	DATE APPROVED:	10-FEB-2025
		DATE MODIFIED:	NEW

SUMMARY: The Director of Student Accessibility Services is responsible for leading the institution's efforts to ensure accessibility and compliance with relevant laws and regulations for students with disabilities. They will also serve in the capacity of Deputy Title IX Coordinator for Athletics and includes responsibilities related to the oversight and coordination of Title IX compliance in athletics, ensuring a safe and equitable environment for all student-athletes.

DUTIES:

1. Develop, implement, and oversee policies and procedures to ensure institutional compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other relevant laws and regulations.
2. Provide direct support to students with disabilities, including assessment of needs, development of accommodation plans, and coordination of services while providing guidance and resources to faculty and staff.
3. Ensure timely and effective communication with students, faculty, and staff regarding accommodations and accessibility resources.
4. Develop and deliver training programs for faculty, staff, and students on disability awareness, accessibility, and inclusive practices.
5. Collaborate with legal counsel and other departments to ensure institutional compliance with all legal requirements concerning student accommodations.
6. Serve as the Deputy Title IX Coordinator for Athletics, ensuring compliance with Title IX regulations as they pertain to athletic programs.
7. Supervise the investigator with complaints of discrimination, harassment, and sexual misconduct within the athletic department.
8. Assist in the development, implementation, and review of policies and procedures related to Civil Rights and Title IX compliance and ensure that they are up-to-date and in line with federal and state regulations.
9. Participate in the development and delivery of training and awareness programming for students and employees on Title IX, Civil Rights, and related topics.
10. Supervise and evaluate staff, including hiring, training, and professional development.
11. Performs other duties as assigned.

REQUIREMENTS:

1. Education/Background: Education/Background: Bachelor's degree in a related field with 2 years related experience or 5 years related experience; advanced degree preferred.
2. Job Knowledge: Strong leadership and management skills with excellent interpersonal and communication skills. In-depth knowledge of ADA, Section 504, Civil Rights, Title IX, and other

relevant laws and regulations. Ability to work collaboratively and strong problem-solving and conflict resolution skills.

3. Working Conditions/Physical Demands (With or Without Accommodations): Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. Other requirements:
Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)