Position: Director, Learning Development & Evaluation Center

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions:** This position serves under the working title of Director for the Learning Development Evaluation Center (LDEC). Reports to the Associate Vice President for Operations and Student Development Services, in conjunction with the Vice President given the scope of the departmental functions and its connectivity to academic affairs.

- Develop and Coordinate Services for Students with Disabilities. Review disability documentation; conduct student intakes, consultations and coordinate accommodations for students.
- Interface with FAMU EEO office, ADA Advisory Committee, Counseling, Learning Resources, Student Support Services, Admissions, Financial Aid, Academic Advising, Housing, Career Services, etc. Also liaison with high school and community college counselors, community and state agencies, other disability service providers, disability organizations and professional associations.
- Compile data and complete annual reports as necessary for funding, statistical reporting, service provision and other related tracking or monitoring of disability service function.
- Provide program and service evaluations for continuing development of disability services.
- Maintain knowledge of all disability related laws.
- Oversee the Adaptive Learning Lab, manage daily use and overall operations, hire student assistants, identify, purchase, update and maintain equipment and software inventory and loan usage, monitor lab usage, promote services, ensure security of inventory.
- Develop and Coordinate Services for Students with Disabilities. Review disability documentation; conduct student intakes, consultations and coordinate accommodations for students.
- Interface with FAMU EEO office, ADA Advisory Committee, Counseling, Learning Resources, Student Support Services, Admissions, Financial Aid, Academic Advising, Housing, Career Services, etc. Also liaison with high school and community college counselors, community and state agencies, other disability service providers, disability organizations and professional associations.
- Develop policies and procedures for areas of responsibility, including disability services and Adaptive Learning Lab. Create or update policies and procedures as necessary through designated university process.
- Develop services for students with Learning Disabilities in coordination with counseling, Learning Resource Services, Student Support Services or other departments.
- Develop information literature, promotional materials as necessary to support prospective and current students and faculty and staff who are serving students with disabilities.
- Conduct Disability Training for faculty, staff, students and/or related constituents.
- Serve as a resource on Disability matters for the university and assist in monitoring the campus for disability compliance.
- Enhance access for and success of underrepresented students through advisement of individual students, student organizations, provision of programs and services for such students, advocacy and supporting university recruitment and retention efforts aimed at developing a diverse, multicultural student body.
- Maintain and adhere to all confidentiality laws as provided by the ADA, FERPA, etc.
- Maintain memberships in national and local disability organizations.
- Serve as a resource to FAMU in supporting its mission to broadly educate students who will be cross-culturally aware and will value diversity, in accordance with the University’s guiding principles and learning outcomes. Promote awareness and understanding of diverse cultures across the university through training, presentations and programs.
- Support the Division and University as necessary. Develop collaborative projects as appropriate with university and community organizations; represent the department at functions, events and professional organizations related to department role.

**Marginal Functions of the Job**
Facilitate provisions of other support services outside of department such as access to financial aid and scholarships, participation in division or university projects.
16C. Program Direction and Development -
Develop programs and training focused on disability awareness, interaction and an exploration and appreciation of diversity. Coordinate program selection, production logistics, publicity and promotion, administrative procedures and documents, and evaluation. Conduct workshops, presentations and training that support the department functions and services. Serve as a resource to student organizations, especially those related to disabilities. Serve as resource and liaison to local schools in transitioning students with disabilities into FAMU. Promote the department and its services to students, faculty, staff and the community as needed.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Work frequently with Admissions, Advising, Counseling, Learning Resources, Financial Aid, Housing, Student Support Services, Career Services or campus organizations to facilitate access of services by student constituencies. Continuous liaison with disability service providers, community agencies, local schools and centers serving persons with disabilities to facilitate transitioning students and support needs of current students. Establish relations with state and national associations addressing disabilities to maintain current knowledge of legislation, trends and services contact with external clients, including but not limited to: Parents, Alumni Chapters, High School Counselors, Tour Companies, and vendors.

17. POLICY MAKING INTERPRATION: Develop policies and procedures for areas of responsibility and interpret as necessary to ensure compliance, appropriate management of services and resources, and problem resolution.

18. SUPERVISOR’S POSITION: Number: 16819 Class Code: 9259 Class Title: Vice President for Student Affairs

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary

   Assistant Director          17853
   Coordinator                17895
   Coordinator                17566
   Administrative Assistant   17854
   OPS

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error. -
Maintain LDEC budget and monitor and comply with all fiscal expenditures and guidelines within scope of position responsibilities.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to enculture a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:
Demonstrated ability to obtain results in a team-based environment; work independently and effectively with a diverse student body, faculty and staff. Effective presentation and communication skills. Demonstrated commitment to diversity and disability. Demonstrated ability to initiate, implement and coordinate projects/programs and services, supervise professional staff and student employees, and work in a team based environment. Fluent computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.
**Specialized Minimum Qualifications:** Bachelor’s degree in Counseling, Education, Special Education or related discipline from an accredited institution and two years of experience working with students with disabilities, ADA compliance, federal and state disability regulations and their application in higher education and a diverse student population and the provision of programs and services related to these students; or a Master’s Degree in an appropriate area of specialization from an accredited institution and four years experience.

**Preferred Qualifications:** Doctorate Degree and at least 2 years of experience working with students with disabilities including learning disabilities and disability services in higher education at a comprehensive State institution. Ability to initiate and coordinate programs and services, supervise student employees, and work in a team based environment.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

   Please review statements below check all that apply.
   __This position requires a background check and/or fingerprinting. Florida Statutes.
   __This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   __This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   __This position requires licensure, certification or other special requirements described below.
   Licensed or licensed-eligible as a psychologist in Florida upon hire. If licensed-eligible, must obtain license within one year of hire.

24. **SIGNATURES**

   Incumbent __________________________ Signature __________________________ Date __________

   Immediate Supervisor __________________________ Signature __________________________ Date __________

   Reviewing Authority __________________________ Signature __________________________ Date __________