### Essential Functions of the Job

- Develop and Coordinate services and programs for students with disabilities; specifically those programs that promote personal, academic, and professional growth.
- Conduct student intakes and consultations, coordinate accommodations, interface with local school and community providers, compile data, and complete reports as necessary.
- Maintain and manage student and graduate assistants for program service and office support. Includes hiring, training, supervising, and completing related employment procedures and documentation.
- Identify and secure funding opportunities and resources to support the provision of programs, services and scholarships for department constituencies, to include grants, collaborative projects, co-sponsorships, scholarships, or donations.
- Recruit participants and oversee implementation of Workforce Recruitment Program.
- Recruit participants and oversee implementation of Disability Mentoring Day.
- Recruit participants and oversee implementation of Disability Honor Society. Serve as co-advisor for Disability Honor Society.
- Monitor budget and fiscal resources for assigned areas, submit annual budget requests, monitor expenditures, process related documents, and utilize all fiscal resources efficiently.
- Develop policies and procedures for areas of responsibility. Create or update policies and procedures as necessary through designated university process.
- Develop information literature and promotional materials as necessary to support prospective and current students, and faculty and staff who are serving students with disabilities.
- 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.
- Serve as a resource to FAMU in supporting its mission to broadly execute 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 disability education across the university through training, presentations, and programs.
- Support the department Director, 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.
- Maintain knowledge of all disability related laws.
- 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 disability compliance.
- Maintain and adhere to all confidentiality laws as provided by the ADA, FERPA, etc.
- Maintain memberships in national and local disability organizations.
16B. 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 a 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 relationships with state and national associations addressing disabilities to maintain current knowledge of legislation, trends and services.

17. POLICY MAKING INTERPRATATION:
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: 17855 Class Code: 9427 Class Title: Director, Learning Development and Evaluation

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

   -Supervises OPS sign language interpreters, contracted tutors/note takers, graduate assistants, and several student assistants.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

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, professionalism, and ethics in accessing and reviewing such data. In addition, will provide guidance and leadership to the assigned unit to enculture a similar cautious, professional, and ethical 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:
   Master’s degree in Counseling, Rehabilitation, Education, Special Education or related discipline from an accredited institution and three 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.
Preferred Qualifications: Masters degree and at least 3-5 years of experience working with students with disabilities including learning, physical and psychiatric disabilities and disability services in higher education at a comprehensive State institution. A minimum of three years experience administering psycho-educational evaluations, prefer licensed professional. Ability to initiate and coordinate programs and services, supervise employees, and work in a team based environment.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW;
   Please review statements below check all that apply.

   _X_ 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 ____________

   VP of Student Affairs __________________________ Signature __________________________ Date ____________

   Reviewing Authority __________________________ Signature __________________________ Date ____________