



Executive Director, Americans With Disabilities Act Compliance And Disabilities Services Job Description

JOB INFORMATION

<i>Job Code:</i>	117026
<i>Job Title:</i>	Executive Director, Americans With Disabilities Act Compliance And Disabilities Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Has broad responsibility and authority for overseeing and ensuring compliance with university policies, programs and federal, state and local laws and regulations pertaining to persons with disabilities, including but not limited to the Americans with Disabilities Act (ADA), Sections 503 and 504 of the Rehabilitation Act of 1973. Has responsibility for the development of comprehensive short-term and long-range strategic plans (including ADA Transition Plan) and project prioritization for operations, programs, services, training and initiatives to support persons with disabilities, including accommodations, access, infrastructure requirements and barrier removal. Has responsibility for the enforcement of appropriate accommodations for qualified individuals with disabilities. Has responsibility for the consistent functioning of programmatic barrier-removal infrastructure (e.g., assistive listening systems in designated campus venues; real time captioning at university-wide graduation ceremonies.) Works closely with and/or directs activities of other university departments supporting such projects and plans. Monitors compliance with regulatory requirements, project milestones and plan objectives. Serves as a member or ex-officio member of university committees addressing issues of services to and access for persons with disabilities, including the Accessibility Advisory Committee. Assures that university offices and programs that are charged with responsibilities for providing advice to students, faculty, staff and visitors regarding disability accommodations, access, and services are aware of university policies and are provided with appropriate training and resources. Reports to Vice Provost for Student Affairs for matters pertaining to students, and to Associate Senior Vice President of Human Resources for matters pertaining to faculty, staff and other classifications of employees, and to compliance with university policies, and federal, state, and local laws and regulations related to persons with disabilities.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		
	X	Doctorate		With
	X	Master's degree	Special Education	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	

Work Experience

Req	Pref	Work Experience	Experience Level
	X	10 years	in disability services at an institution of higher education.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Leadership and experience in programs related to compliance with laws and regulations pertaining to persons with disabilities, including but not limited to the Americans with Disabilities Act (ADA), Sections 503 and 504 of the Rehabilitation Act of 1973.
X		General familiarity with and/or leadership experience in programs that identify and provide appropriate, reasonable accommodations for qualified disabled individuals.
X		Demonstrated excellent oral and written communication, organizational, planning, strategic, relationship building, critical thinking and interpersonal skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the planning, coordination, implementation and management of university programs and responsibilities to ensure compliance with the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973 and other local, state, and federal laws and regulations pertaining to persons with disabilities.				
Has responsibility for the development of comprehensive short-term and long-range strategic plans (including ADA Transition Plan) and project prioritization for operations, programs, services and initiatives to support persons with disabilities, including accommodations, access, infrastructure requirements and barrier removal. Works closely with and/or directs activities of other university departments supporting such projects and plans. Monitors compliance with regulatory requirements, project milestones and plan objectives. Coordinates and consults with Facilities Management Services as to larger structural changes and barrier removal projects in terms of scope, timing of work and payment for projects.				
Develops and periodically updates an implementation plan designed to achieve compliance with the ADA's barrier removal requirements, including facilities that have barriers that should be removed. Serves as a member or ex-officio member of university committees addressing issues of services to and access for persons with disabilities, including the Accessibility Advisory Committee. Has responsibility for the evaluation of university efforts to improve access for persons with disabilities. Considers advice/guidance of Accessibility Advisory Committee in ongoing self- assessment of university's compliance with ADA's barrier removal requirements including identification of barriers on all USC campuses and development of an ADA Transition Plan that sets priorities and implementation timelines. Consults with representatives of the Retirement Faculty Association, Staff Retirement Association, Disability-related Support Group, or other local organizations representing persons with disabilities, to solicit suggestions. Provides consultative services to individuals with disabilities or organizations representing them during this process or ensures a delegate provides the services.				
Develops and monitors compliance with university policies, procedures, services and programs to promote university opportunities for persons with disabilities including students, employees, visitors and other members of the university community. Interprets and applies federal, state and local laws and regulations and applicable university policies and procedures to ensure compliance. Works				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
collaboratively with appropriate campus offices to determine need for policy and procedural changes. Ensures any policy changes are properly communicated campus-wide. Monitors university compliance with local, state and federal laws and regulations relating to persons with disabilities; files all necessary reports on a timely basis. Oversees process and is responsible for maintaining record of all disability and accommodation issues and the resolution of each. Advises and provides instruction to administrators in university departments to ensure regulatory compliance and adherence to university policies, procedures and requirements. Develops and implements internal measures and/or reports which inform the university administration of the status of Americans with Disabilities Act compliance and opportunities for people with disabilities.				
Ensures that appropriate processes and disability-related support services are in place to handle and respond to requests for accommodations from students, faculty, staff, and visitors regarding compliance with the ADA and other applicable local, state and federal laws and regulations regarding discrimination on the basis of disability. Has responsibility for the enforcement of appropriate accommodations for qualified individuals with disabilities and for the consistent functioning of programmatic barrier-removal infrastructure (e.g., assistive listening systems in designated campus venues; real time captioning at university-wide graduation ceremonies.)				
Oversees the coordination of educational programs and training on disability-related topics. Ensures that there are appropriate educational resources available to support persons with disabilities and provisions for general academic adjustments and auxiliary aids for students with disabilities.				
Serves as the central authority and expert on requests for accommodations, compliance issues, complaints, etc. Provides guidance to the Disability Management and Human Resources Administration departments on policies, procedures and requirements on accommodations made for employees with disabilities. Reviews appeals and determines final resolution of accommodation requests made by employees with disabilities that are unable to be resolved by the University Leave Coordinator. Collaborates with managerial partners on resolution of ADA and disability customer service complaints, rights of persons with disabilities, ways of providing reasonable accommodations, application of best practices, compliance matters, etc.				
Directly or indirectly manages all assigned subordinate staff, usually through subordinate supervisors. Determines organizational structure, reporting relationships and short and long-term staffing needs based on goals and objectives. Oversees performance appraisal process for staff. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions. Provides employee counseling and discipline as necessary. Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest period for non-exempt employees to ensure compliance with university timekeeping requirements and employment policies. If necessary submits time records on behalf of employees who fail to submit timekeeping records, in order to ensure timely payment.				
Plans, develops and manages departmental budget. Prepares requests for studies of cost and feasibility for disability accommodations such as barrier projects to be implemented and recommendations on timelines. Recommends and/or makes budgetary and resource allocations. Approves/disapproves departmental expenditures. Develops projections for short and long-term planning. Provides financial analyses and reports as needed.				
Maintains current information regarding local, state and federal laws and regulations as well as the best practices of other universities and private employers concerning the rights of persons with disabilities and ways of providing reasonable accommodations to persons with disabilities. Assesses impact of legislation on existing programs and makes changes as appropriate. Develops program performance standards and measures. Monitors compliance with goals and objectives.				
Develops and monitors communication plans and recordkeeping requirements for disability services, accommodations, policies, and demographics that are readily				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
available. Designs and participates in presentations to faculty, staff and students and members of the university community on the provision of equal opportunity for persons with disability.				
Serves as a primary university liaison with relevant local, state and federal agencies and as a primary liaison with other ADA coordinators at colleague institutions and associations.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.