

**THE UNIVERSITY OF MONTANA  
POSITION DESCRIPTION**

**DATE:** February, 1999      **POSITION:** Director of Disability Services for Students  
**AGENCY:** The University of Montana      **WRITTEN BY:** Jim Marks  
**AREA:** Student Affairs      **GRADE:** Regents' Contract  
**COLLEGE:** NA      **POSITION #:** 009980  
**DIVISION:** Student Affairs      **INCUMBENT:** Jim Marks  
**DEPARTMENT:** Disability Services for Students  
**SECTION:** NA      **REPORTS TO:** Vice President for Student Affairs  
**APPROVED:** \_\_\_\_\_

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**POSITION PURPOSE**

The Director of Disability Services for Students, under the direction of the Vice President for Student Affairs, leads and manages the purposeful effort of the University of Montana-Missoula to comply with the spirit of civil rights laws prohibiting discrimination against otherwise qualified students with disabilities such as the Section 504 Rehabilitation Act, the Americans with Disabilities Act, and the Montana Human Rights Act.

**DIMENSIONS**

**Supervision:** 4 Coordinators, 1 Program Assistant, 1 Electronic Text Producer, 4 to 5 Sign Language Interpreters, temporary staff as needed, 30 Academic Assistants (student employees) and 60 volunteers.

**Annual Budget:** \$340,000

**Annual Payroll:** \$300,000

**NATURE AND SCOPE**

**Locations:**

Disabilities Services for Students assures program access to The University of Montana-Missoula by students with disabilities. The stand-alone student affairs office coordinates and provides reasonable accommodations, advocates for an accessible and hospitable learning environment, and promotes self-determination by students with disabilities.

The office serves approximately 600 students with disabilities, which is about five percent of the student body at The University of Montana-Missoula. Enrollment of students with disabilities with the department has been increasing five to six percent per year and is expected to steadily continue climbing.

**Functions:**

Administer support services for 600 + students with disabilities.

Supervise the diverse human, technological and financial resources of Disability Services for Students, which consists of 12 permanent staff, 30 student employees and 60 volunteers.

Direct the design, implementation, and assessment of University efforts to assure program accessibility by students with disabilities and compliance with applicable laws and policies, emphasizing student self-determination, student learning, due process, academic support, student development and retention of students with disabilities in the institution.

Provide visionary and collaborative leadership to units serving students who are diverse in age, race, ethnicity, class, gender, sexual orientation, and mental and physical disability, serving as liaison with state and community agencies, campus groups, faculty, staff and administrators.

Serve as resource for campus on disability information and training for serving individuals with disabilities.

Verify disabilities and need for accommodation by establishing standard practices for reviewing and interpreting medical, psychological, and other disability documentation.

Develop accommodation recommendations, and facilitate accommodation plans by working in collaboration with disability service coordinators, students with disabilities, faculty, staff, and other members of the University and public community, acting as supervisor of disability service coordinators and as liaison with various campus offices in providing services to students with disabilities.

Provide information to assist students with disabilities and their family members in their transition and adjustment to the University including assistance with retention efforts, orientation programs, advising and counseling, and instruction with students.

**Subordinate Organizations:**

Disability Services for Students has no subordinate organizations, but works closely with academic departments and student affairs offices as well as any campus or person within the multi-campus University of Montana seeking either direct support or information and referral.

**Latitude:**

Under the direction of the Vice President for Student Affairs, the Director of Disability Services for Students directs and manages the office and provides leadership for The University of Montana on matters of disability and civil rights for people with disabilities.

**Performance Measures:**

The performance of Disability Services for Students is measured by the University's quantitative and qualitative ability to meet and exceed program access compliance. In other words, when viewed in their entirety, programs of The University of Montana must be readily accessible to and usable by students with disabilities. Program access, a legal standard, must be assured to the maximum extent feasible, and in the most integrated setting appropriate to the needs of the individual.

**Contacts:**

The Director of Disability Services has frequent contact with the Vice President for Student Affairs, fellow student affairs administrators and staff, academic administrators and faculty, administration and finance administrators and staff, students with disabilities, prospective students and family members, and members of the public concerned with program access. Daily contact happens with enrolled students and Disability Services for Students Staff. On occasion, the Director has contact with other members of the Montana University System and with regional, national, and international colleagues.

**Knowledge and Skills:**

The Director of Disabilities must have

- superior knowledge of the issues surrounding people with disabilities particularly in higher education program accessibility, independent living, vocational rehabilitation, and due process;
- thorough knowledge of federal laws pertaining to disabled students including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990;
- working knowledge of adaptive computer technology and other assistive technologies used by people with disabilities;
- demonstrated excellent oral, written, and interpersonal skills including conflict resolution, human resource management, and ability to lead collaborative ventures;
- experience in developing and implementing educational programs, services and leadership programs for people with disabilities;
- experience managing and analyzing short and long term goals, budgets and other resource plans, and program assessment;
- a Master's Degree in independent living, Vocational Rehabilitation, disability studies, special education or equivalent experience; and
- five years experience serving people with disabilities, especially in the role of administering disability programs in higher education.

**Personal Accountabilities:**

The Director of Disability Services for Students is accountable to the Vice President for Student Affairs.