BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of the Office of Specialized Services

DEPARTMENT: Office of Specialized Services/Student Support Services

FUNCTION: Directs and manages operations and services provided through the Office of Specialized Services. Works to enhance accommodation services and initiatives through participation in professional organizations and collaboration with affinity groups. Ensures effective use of software packages and technology to enhance storage and retrieval of records and to meet students' needs.

REPORTS TO: Dean of Student Support Services

SUPERVISES: Coordinator of the Office of Specialized Services; Resource Accommodations Specialist

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs, coordinates and evaluates all College functions pertaining to Americans with Disabilities Act (ADA) accommodation services for students.
2. Acts as primary leader for Student Support Services to the campus, determining needs and implementing services to assure regulations and guidelines pertaining to students and the Americans with Disabilities Act and Section 504 of the Rehabilitation Act are followed in all college locations; educates students on their related rights and responsibilities.
3. Ensures consistent application of requests and implementations of accommodations.
4. Participates in professional organizations and collaborates with state affinity groups and regional organizations to pursue and enhance accommodation services and initiatives.
5. Provides training for all Division of Student Affairs’ staff on ADA compliance.
6. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
7. Prepares, track, monitors and adheres to an annual budget including other sources of funding pertaining to students with disabilities such as agency, State, and/or Federal grants.
8. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
9. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
10. Performs additional tasks or duties as assigned by the Dean of Student Support Services or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses full knowledge and understanding of FERPA. Comprehensive knowledge of ADA and the ability to apply the law to manage ADA compliance issues. Demonstrated knowledge of software packages to enhance OSS daily functions and of assistive technology. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree with minimum of 8 years of experience in the area of Disability Services; or a Master’s Degree in Education, Psychology, Counseling or related areas

Experience: Minimum of 5 years of experience within a higher education institution showing progressive managerial experience; see above

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Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE