

Director of Disability Resources & Services (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262574>

Downloaded On: Sep. 16, 2025 4:14pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

Job Title Director of Disability Resources & Services (Reg FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Sep. 16, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6568183>

Apply By Email

Job Description

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Director of Disability Resources & Services (Reg FT)

Position Title: Director of Disability Resources & Services (Reg FT)

Department: Disability Resources and Svs

Campus: South Campus

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than September 26, 2025. The College cannot guarantee that application materials received

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after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours (for hourly positions): Standard College hours are Monday - Friday, 8:30 am - 4:30 pm; additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: Admin 15 - \$61,303

Job Category: Administrators

Employment Type:

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Regular Full-Time

Job Slot: 5965

Job Open Date: 9/12/2025

Job Close Date:

General Summary: The Director provides oversight and execution of the strategic vision and daily operations for the Office of Disability Resources and Services at Boyce and South in conjunction with a Director at Allegheny and North campus with the goal of supporting student success and retention in a one college model. Provides and oversees the student intake process, reviewing specialized documentation regarding student disability and impact, determining appropriate accommodations in collaboration with faculty and other college employees to develop and recommend innovative accommodations, and other interventions, ensuring students with disabilities have access to appropriate accommodations as mandated by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act through the provision of strategic vision and supervision for the Disability Resources and Services Office. This position is also responsible for providing training and being a resource to faculty and the college community with regards to the support of students with disabilities, the supervision of the department, processing medical withdrawals, and also managing the constant disruption and challenges of providing proctoring for most students who have testing accommodations. Under the supervision of the Dean of Students for Student Advocacy, this position works to ensure the college is in compliance with federal laws while striving to provide a caring and supportive learning environment that fosters student inclusion and community.

Requirements:

A master's degree in rehabilitation science, disability services, education, counseling, or a related field, or an equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

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A minimum of three years working with students in an educational setting, providing advocacy and student services.

COMPETENCIES:

- Experience in evaluating disability documentation, including psycho educational, psychological, and medical evaluations.
- Experience interpreting appropriate accommodations based on the documented needs of the individual student.
- Demonstrated experience in effective communication, teamwork, and leadership in diverse settings and with diverse populations.
- Demonstrated knowledge of computer and assistive technologies, disability practices, and procedures, including familiarity with applicable federal and state laws and regulations.
- Demonstrated experience utilizing and managing affiliated technology including but not limited to customer relationship management systems and accommodation software.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Disability accommodations and best practices in the provision of services to students with disabilities in a college setting.
- The laws governing students with disabilities for post-secondary institutions.

Skills and Abilities to:

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- Understand, interpret, and implement academic and college policies and collective bargaining agreements.
- Possess strong written and oral communication skills, the ability to navigate conflicts, and the diplomacy to come to a reasonable resolution.
- Work some evenings and weekends when required.

Duties:

1. Provides leadership in partnership with the other director for the strategic vision and daily operations of the Disability Resources and Services Department.
2. Oversees the student interview process, comprehensive disability documentation evaluations, appropriate accommodation determinations, recommendations, and/or interventions to promote student success and ensure confidentiality and legal compliance.
3. Leads and manages services, supports, and accommodations for students with disabilities and works to remove barriers so that all students can participate in curricular and co-curricular college activities and services.
4. Advocates for, hires, evaluates, and supervises Disability Resources and Services staff to ensure that appropriate services are provided to students with disabilities.
5. Develops, recommends, and implements policies and procedures to improve effective services and

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compliance with Section 504 and ADA regulations. Analyzes problems, recommends, and implements solutions, ensuring legal compliance. Serves as one of the contacts for issues regarding compliance with the ADA.

6. Assists the team with monitoring the academic progress of students and implementing effective interventions to support student success and development.

7. Processes medical withdrawals for students, including reviewing submitted information and communicating the status to the student.

8. Responsible for building and monitoring the budget and assisting in determining funding for staff, assistive technologies, and sign language interpreting services.

9. Oversees the PT Proctoring Coordinator and Proctors and provision of test-taking accommodations that require students to be proctored through the Disability Resources and Services Office. Approves students for proctoring services, educates students on requirements for testing within Disability Resources and Services, and navigates conversations with faculty around proctoring.

10. Maintains ATI certification to proctor nursing exams according to their preferred platform.

11. Responsible for ongoing education and professional development in the areas of OCR cases, recommendations, changing laws, and best practices for supporting students with disabilities in the

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ever-changing field of higher education.

12. Utilizes assistive technology effectively and maintains up-to-date knowledge on innovative or emerging technologies that could support student accommodations.

13. Performs other duties as required or as assigned.

Clearances:

Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available here.

To view the full job posting and apply for this position, go to:

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1825>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

NA

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