

NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION

POSITION TITLE: Director of Learning Support Services	POSITION CODE: Administrative	HOURS:	ORIGINAL DATE:	GRADE:
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Vice President of Student Affairs		REV NO. & DATE: August 2020	PAGE: 1 of 3

GENERAL DESCRIPTION:

Provides overall management and specific direction to all activities of Learning Support Services including:

- Manages and Coordinates College Accessibility Services
- Supervises College Tutoring Services
- Supervises College Test Proctoring/Assessment Services
- Manages Staff and Departmental Budgets
- Chair of Americans with Disabilities Act/Rehabilitation Act of 1973 Section 504 (ADA/504) Compliance Committee

DUTIES:

1. Supervises, supports, and evaluates all Learning Support Services employees.
2. Coordinates Accessibility and Accommodation Services, including case management to ensure accessibility of programs for students who meet eligibility criteria, following the Americans with Disabilities Act (ADA) and its amendments, the Rehabilitation Act of 1973, and other applicable laws.
3. Supports students with disabilities and assists faculty and staff in arranging appropriate accommodations. Facilitates resolutions to disputes.
4. Serves as the College's ADA/504 Compliance Committee chair, maintaining current knowledge of the law as applies to disability and its implications regarding accessibility on campus (facilities, services, events, academics, programs, website, and testing), and consults with appropriate departments to meet criteria.
5. Provides training and resources to the campus community regarding accessibility issues and the application of the law on campus.
6. Works with Vice President in developing budgets for programs, continuously monitors and maintains budget expenditures.
7. Supervises the College's test coordinator and testing services, including test proctoring, placement testing and other testing programs as appropriate, including

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prior learning assessments and assessments benefiting community groups and organizations (e.g. ACT's, corrections officer examinations, etc.).

8. Supervises the College's tutoring coordinator and individual tutoring program.
9. Supervises the College's Progress Alert Notification (PAN) program and serves a PAN facilitator to promote and support student success.
10. Coordinates the Special Populations program and activities in accordance with the Carl Perkins grant requirements, including timely reports to the designated campus coordinator.
11. Serves as a member of the Behavior Intervention Team (BIT).
12. Conducts in-service activities for faculty and staff regarding Special Population participants.
13. Participates on Program Advisory Councils for occupational programs as needed.
14. Performs as liaison with community social services organizations, disability support organizations, and secondary school districts to support student success.
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Master's degree in appropriate and related field. State of Michigan licensure as a Professional Counselor (L.P.C.) desirable.
2. Demonstrated commitment to students with disabilities and to occupational students who are academically and socially disadvantaged and/or at risk.
3. Experience in managing projects and in managing people from diverse backgrounds.
4. Possesses skills necessary to apply relevant technology (comfortable developing and working with database information).
5. Demonstrates excellent language and communication skills.
6. Demonstrates self-direction and initiative.
7. Commitment to the community college mission and specifically North Central mission: "North Central Michigan College provides exceptional, accessible, and relevant higher education of and for the community."

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual

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orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348 6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____