



Trinity Valley Community College
Job Description
Director of Student Access and Counseling

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Overseeing, administering, developing, and directing all district-wide function of Counseling Services, Accommodations, and Student Health and Wellness at TVCC including budgeting, staffing, supervision, programming and assessment, maintaining professional competence and compliance with professional and legal obligation of the ADA. Provide leadership to the licensed professional counselor in the development and implementation of counseling interventions and services to the college student community. Serve as the college district Foster Care Liaison and ADA/Section 504 coordinator and works to provide advocacy services to special student groups.

REPORTS TO:

Vice President of Student Services

SUPERVISES:

Counselor(s)

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree

PREFERRED:

EXPERIENCE REQUIRED:

Three (3) years of working within student services and at least two years of progressively responsible experience in administering and overseeing disability services is required, preferably in higher education. Knowledge of universal design, the American's with Disabilities Act (ADA), the American's with Disabilities Act Amendments of 2008 (ADAAA), and section 504 of the Rehabilitation Act and their application to the higher education setting. At least three (3) years' experience with and knowledge of professional counseling theory, practice, and supervision.

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

LPC Preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Counseling theory, practice, and ethical professional standards
- ADA, Section 504, and other disability laws (state and federal)
- Interpretation of psychological, medical, and developmental assessment reports
- Community resources, social services, and medical services
- Assessment, evaluation, and strategic planning processes
- Software proficiency – Microsoft Office
- Written and oral communication
- Interpersonal and customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

All TVCC positions are security sensitive and require a criminal background check.



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RESPONSIBILITIES:

- Collaborate with members of the TVCC community to proactively create usable, equitable, and inclusive learning environments (including overseeing other campus accommodation coordinators).
- Provide on-site assistance for students and faculty.
- Serve as the campus ADA/Section 504 Coordinator.
- Serve as the Foster Care Liaison.
- Partner with Student Life to provide advocacy services for special populations such as single parents, veterans, first-time college students, etc. as needed.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Oversee Student Health Services and other Wellness initiatives
- Other duties as assigned by appropriate supervisory personnel.
- Collaborates with faculty, staff, and students to proactively create usable, equitable, inclusive, and sustainable learning environments by advising about universal design, reasonable accommodations, disability rights and responsibilities, technology, programmatic barriers, and local, state, and federal legislation related to disabilities.
- Provides training to faculty, staff, and students related to disability accommodations, services, legislation, and issues.
- Conduct student interviews and review medical and psychological reports to accurately determine best practices for approving accommodations to ensure equal access to education.
- Analyze counseling services and access office to ensure excellence in programmatic functions. Provide supervision and direct planning, implementation and staffing of counseling services and access services.
- Oversee licensed professional counselor to develop and implement college-wide personal counseling programs. Provide crisis intervention and referral to licensed professional counselor and access services. Align office procedures and compliance with applicable ethical and legal guidelines, as well as college policies and procedures. Collaborate with members of the BIT to plan and execute interventions for students who display behavioral problems in the classroom or on campus.
- Serves as the chair of the college district's Behavioral Intervention Team.
- Develop and monitor department Administrative Outcomes
- Maintains confidentiality of information
- Ensures PHIN is entered and updated appropriately for all students who receive accommodations
- Attend ARD meetings for high school students enrolled in dual credit classes and the Pinnacle program.
- Collaborate with accommodation campus coordinators to ensure the provision of equitable accommodations
- Complete the annual EDgar86 Requirements
- Other duties as assigned.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.

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- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college’s plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Add something like, “evaluates employees’ performance annually.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Standard office equipment • Personal computer and peripherals • Calculator • Multi-line phone system • Copier • Radio Communication Equipment | <ul style="list-style-type: none"> • Cellular Phone • Video Monitoring Equipment • Fax machine • Zoom and other remote communication platforms |
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PHYSICAL DEMANDS:

- Requires: Fingering, Talking, Seeing, Hearing, Sedentary, Computer Work
- Occasionally need to: Standing, Walking

MENTAL DEMANDS:

- Emotional control: More than 50% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee’s Signature

Date

Supervisor’s Signature

Date

Approved: 7/18/01

Revised: 10/20/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1645
DBM:	D	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	21-1012	Employment Status:	Full-Time
Salary Range:	240	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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