

**ASSISTANT DIRECTOR OF STUDENT SUCCESS SERVICES/DISABILITY SERVICES /  
LICENSED PROFESSIONAL COUNSELOR**

**GENERAL STATEMENT:**

Assist the Director of Student Success Services to develop and implement programs designed to improve student success. Perform individual crisis intervention counseling to students experiencing social, emotional and vocational difficulties. Plan, manage and direct services for physically and mentally disabled students. Provides testing as appropriate for license and makes appropriate referrals for services, supervises, consults with faculty, staff and students and performs outreach functions to support student success and retention.

**REPORTS TO:**

Director of Student Success Services

**OCCUPATIONAL GROUP:**

Professional

**FLSA:** Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

Master's degree in Counseling, Psychology, or a related field, including 18 graduate hours in counseling

**LICENSE OR CERTIFICATION:**

Licensed Professional Counselor or National Counselor Certification required

**EXPERIENCE:**

Two years of experience in counseling and experience working with students with disabilities preferred. Working knowledge of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

**OTHER:**

Good public relations, verbal and non-verbal written communication skills, and must have Microsoft Office and Imaging computer skills

**DUTIES AND RESPONSIBILITIES:**

- Assist the Director of Student Success Services to develop and implement programs designed to improve student success.
- Provide short-term individual counseling, group counseling, crisis intervention and mental health outreach to Trinity Valley Community College (TVCC) students.
- Maintains current, accurate and timely clinical documentation in accordance with state and federal law in addition to LPC professional ethics
- Read, interpret and evaluate psycho-educational and medical documentation for the purpose of assessing and providing reasonable accommodations
- Manage and provide direction for all activities involving Section 504
- Respond to and consult with faculty, parents, and agencies to facilitate the implementation of reasonable accommodations and the successful transition of students with disabilities into the college environment
- Management and oversight of note-takers, readers, interpreters and any other position as needed to meet reasonable accountability for Section 504 compliance for students with disabilities
- Maintain accurate files and documentation of qualified student requests for reasonable accommodations for the purpose of Section 504 records retention
- Serve as the Chairperson for the TVCC Behavioral Intervention Team
- Coordinates referrals between TVCC and community mental health and disability services
- Provides academic, personal and career counseling for students with verified disabilities
- Participate in Freshman Orientation committee

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- Academically advise an assigned number of students each semester in registering and providing guidance to students with course advisement, registration, class schedules, course changes and program modifications
- Serve as a member of selected committees
- Other duties assigned by appropriate supervisory personnel

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment
- May require irregular evening and weekend hours

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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*

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

*Approved: 10/29/2015*

*Revised:*

*JD643*