

Director of Educational Accessibility
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=264732>

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Posted Oct. 31, 2025, set to expire Mar. 2, 2026

Job Title Director of Educational Accessibility
Department OFFICE OF EDUCATIONAL ACCESSIBILITY
Institution Old Dominion University
Norfolk, Virginia

Date Posted Oct. 31, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Teaching & Learning
Student Affairs

Job Website <https://jobs.odu.edu/postings/24660>

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Job Description

The Director of Educational Accessibility is responsible for leading and managing the institution's efforts to ensure equal access to educational opportunities for all students, including those with disabilities. This role involves strategic planning, team management, budgeting, and ensuring compliance with relevant laws and regulations, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Director trains the university community about disability experience and ensures that disability identity is included in all campus initiatives related to students.

Core Responsibilities/Duties and Tasks

Essential or Marginal -Essential

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Time Spent - 40%

Core Responsibilities -*Administration and Supervision*

Duties, tasks, & job functions

- Supervise, lead, mentor, manage a team of full-time and part-time accessibility professionals, graduate assistants, and student staff.
- Foster a collaborative and inclusive work environment
- Conduct regular performance evaluations and provide professional development opportunities
- Develop and manage the department's budget
- Allocate resources effectively to support accessibility initiatives
- Monitor expenditures and ensure fiscal responsibility
- Develop and implement strategic plans to enhance educational accessibility
- Set goals and objectives aligned with the division and university mission and vision
- Evaluate and improve existing accessibility programs and services for students Ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and adhere to best practices set forth by the Association of Higher Education and Disability (AHEAD).

Essential or Marginal - Essential

Time Spent - 15%

Core Responsibilities -*Coordination of Student Support and Student Outreach*

Duties, tasks, & job functions

- Provide oversight and guidance for staff as they meet with students to discuss accommodation needs and develop individualized plans.
- Provide additional support to staff by meeting with students and/or parents, families and/or supporting adults, as needed.
- Develop outreach initiatives to raise awareness about accessibility resources for students
- Monitor the implementation and effectiveness of accommodations
- Advise students about academic policies, programs, and requirements
- Design and implement programs to support students with disabilities

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- Serve as a liaison between students, faculty, and administration on accessibility issues.
- Serve as an essential member of the University CARE Team
- Maintain consistent communication with key campus partners to provide holistic support to students with disabilities

Essential or Marginal

Time Spent - 10%

Core Responsibilities -*Coordination of Accommodations Assistance*

Duties, tasks, & job functions

- Provide guidance on services and accommodations for distance-learning students
- Provide oversight on the use of assistive technology to reach office, division, and university goals aligned with supporting students with disabilities
- Provide oversight and guidance to staff as they identify the appropriate accommodations for students who request accommodations
- Refer students to campus and/or community resources as needed
- Refer students to campus and/or community partners for testing and related accommodation needs
- Collaborate with offices within SEES and across the University community to design and implement programs to assist students with disabilities
- Prominent level of awareness of systems use to document students seeking accommodations and those being served by the Office of Educational Accessibility

Essential or Marginal

Time Spent - 30%

Core Responsibilities -*Collaboration, Communication, and Training*

Duties, tasks, & job functions

- Foster a culture of inclusion and awareness for students with disabilities across the institution
- Communicate accessibility policies and procedures, as it pertains to student success, well-being,

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and retention, to the university community

- Provide training and resources to faculty and staff on accessibility best practices for students as set forth by the Association on Higher Education and Disability (AHEAD), legal requirements of Section 504 of the Rehabilitation Act, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Act
- Maintain a Faculty Advisory Committee to disperse information with academic partners across campus
- Oversee maintenance of the Educational Accessibility's website
- Distribute information in oral and written formats to University community and other relevant groups and individuals
- Engage with prospective and current students, parents, families, supporting adults, faculty, and staff regarding services offered
- Organize workshops and seminars to educate the broader university community about accessibility issues related to students
- Participate in university Open House and other Admissions events local area high school events, and Discover Your Pride to provide information about the Office of Educational Accessibility to prospective students and their parents, families and/or supporting adults
- Interact with university administration to advocate for students with disabilities

Essential or Marginal

Time Spent-5%

Core Responsibilities -Research/Community Service

Duties, tasks, & job functions

- Maintain membership in professional organizations such as Association on Higher Education and Disability (AHEAD) and local NETWORK.
- Attend conferences and meetings as appropriate
- Actively participate in community organizations to promote disability awareness for students on a college campus
- Explore ways to provide optimal assistance to students with disabilities

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Contact Information

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

Contact

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