



Position Announcement

Program Manager – ACCESS PC (Learning Support Services)

Boca Raton and Fort Lauderdale campuses

The School

Pine Crest School is an independent, co-educational college-preparatory day school serving more than 2,600 students on two campuses in Fort Lauderdale and Boca Raton, Florida. To learn more about our school, please visit our website at www.pinecrest.edu

Job Description

The Program Manager for ACCESS PC reports to the Director and has primary responsibility to develop and coordinate the implementation of the student academic accommodation process for the assigned campus and/or division. The position supports students, families, faculty and staff in understanding rights and responsibilities under the ADA. Additionally, this position facilitates the implementation of reasonable accommodations related to the request for accommodations and services.

Job Responsibilities

- In collaboration with the Director, interprets psychoeducational testing results and develops accommodations based upon those results
- Able to discuss psychoeducational testing results with psychologists and psychiatrists, and interpret results – as appropriate – for parents and teachers
- Develops accommodation plans to meet students' needs based on those results
- Coordinates implementation of accommodations with the Division Counselors and Accommodations Specialist, including providing direct support for standardized testing (planning, scheduling, and administering).
- Serves as a test accommodations supervisor at various examinations to ensure administrative coordination with appropriate faculty and staff.
- Works in collaboration with Division Counselors and the Director to ensure the School is compliant with disability laws as related to students
- Maintains a database of student needs and documented impairments as well as the sources of stated limitations; collects data, creates reports for the Director, Division Heads, and Division Counselors, and evaluates results. Updates and maintains the database as appropriate.
- Maintains all accommodation plans and confidential records of disability and accommodation issues and the resolution of each.

- Assists with updating department resource manuals, materials, policies, and procedures.
- Develops a professional and collaborative relationship with all constituency groups.
- Collaborates with campus departments such as counseling services, the health clinic, and student affairs to provide seamless assistance to all students.
- Researches and procures human and technological resources for specific students, as needed.
- Maintains confidentiality of student records while sharing timely and appropriate information with colleagues who are responsible for providing the accommodations on a need- to- know basis.
- Note: This position is full-time, 10 months + 2 weeks

Qualifications

- Bachelor's Degree required with at least 3 years' experience in academic accommodation services and working with people with disabilities.
- Master's Degree preferred in special education or a closely related field with 1-2 years' experience in academic accommodation services and working with people with disabilities.
- Knowledge of Federal and State laws, ADA, Section 504 and District policies and regulations governing educational programs for individuals with disabilities.
- Detail oriented and able to successfully manage multiple tasks and prioritize appropriately.
- Ability to interact and communicate with senior leadership across the organization.

Application Process

If interested in applying for this position, please put "ACCESS PC Director" in the Subject line and submit the following material by email to employment@pinecrest.edu:

- Cover letter indicating your interest and highlighting aspects of your background that qualify you for the position
- 2-page resume

EOE/DFW