

**Tiffany A. McClain**  
Columbus State Community College  
Director, Disability Services  
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## **Education**

### **University of Dayton, School of Education and Allied Professions**

Dayton, OH: Master of Counselor Education and Human Services, Graduated 2007

### **Columbus State Community College, Interpreting/Transliteration Technology**

Columbus, OH: Associate of Applied Science, Graduated 2000

### **The Ohio State University, College of Social Behavioral Science**

Columbus, OH: Bachelor of Arts and Science, Graduated 1998

Major: Speech and Hearing Science Minor: Family Relations and Human Development

## **Summary of Qualifications**

- Director of Disability Services.
- Acting Interim Director (17 mos.) of Disability Services conducting intakes /registration process for perspective students while maintaining my Assistant Director duties.
- Assistant Director, supervising 9 staff members and serving over 700 students per quarter.
- 8 years experience as a professional Sign Language Interpreter.
- 5 years experience as Coordinator of Interpreting and Captioning Services.
- Proficient organizer, active problem solver, expert multi-tasker, detail –oriented, motivated leader.
- Functionally supervise 4 Staff Interpreters and 30 Part Time Interpreters.
- Provide support to Assistant Director/ Director of Disability Services.
- Provision of all direct services for students utilizing support services within the department.
- Interaction with Columbus State Community College faculty, staff and students.
- Actively facilitates and participates in campus and community events.
- Provide professional services and training to Columbus State Community College students, faculty and staff.
- Collaborates with other departments such as Student Athletics and Activities, Diversity, and Enrollment Services.
- Trained member of the Behavioral Intervention Team (B.I.T), campus multi-disciplinary threat assessment team
- Presenter in New Adjunct/ Faculty Orientation, Disability Service training and High School Transition Nights
- Member of In-Service I-group, Tuition Appeals committee, S2S Steering Committee, Academic Review Board, Welcome Team,

## **Career Experience**

### **Director**

Columbus State Community College, Columbus Ohio 10/11- current

- Collaborate with community resources and stay abreast of disability trends.
- Manage and develop procedures for alternate media.
- Manage the Disability Services Testing Center.
- Contribute to multiple campus committees on a variety of topics.
- Conduct department and faculty orientations regarding disability issues.
- Participate in the B.I.T. as an evaluator and serve on the Student Code of Conduct Committee.

### **Interim Director**

Columbus State Community College, Columbus Ohio 4/10 -10/11

- Act as an Intake Advisor, meeting with perspective students, and reviewing documentation to determine appropriate accommodations.
- Collaborate with community resources and stay abreast of disability trends.
- Manage and develop procedures for alternate media.
- Contribute to multiple campus committees on a variety of topics.
- Conduct department and faculty orientations regarding disability issues.
- Participate in the B.I.T. as an evaluator and serve on the Student Code of Conduct Committee.

### **Assistant Director**

Columbus State Community College, Columbus, OH 7/08 - present

- Supervise Disability Service staff, developing professional growth opportunities, provide direction, and resolve work problems, train employees and delegate tasks.
- Support students; managing principles of section 504 of the Rehabilitation Act; Americans with Disabilities Act, with various types of disabilities, adaptive services and technologies.
- Manage the Disability Services Testing Center.
- Support the Alternate Media process including equipment and resources.

### **Coordinator of Interpreting Services**

Columbus State Community College, Columbus, OH 4/03- 7/08

- Coordinate and schedule interpreting services for individuals who are D/HH in classroom settings, meetings and campus events.
- Interpret for students, faculty and staff who are D/HH in a variety of settings.
- Participate in evaluations and employee selection for 30 part time interpreters and four staff interpreters.
- Coordinate, schedule, and review billing of captioning services for individuals who are D/HH in classroom settings, meetings, and campus events.
- Maintain records, statistics, and documentation pertaining to interpreter and captioning schedules, student schedules and all other assignments. Maintains confidentiality of student records.
- Develop policies for providing interpreting and captioning services.
- Coordinate with community interpreting agencies and consults with community organizations about the role of an interpreter, and communication with individuals who are D/HH.
- Provide presentations to community organizations and on campus regarding working with interpreters and D/HH individuals.

### **American Sign Language Instructor**

The Ohio State University, Columbus, OH 1/04 - 6/06

- Taught American Sign Language courses (ASL I and II).

- Collaborated with ASL instructors to develop standardize curriculum.
- Organized community events for students and the Deaf community.

**Sign Language Interpreter, Agency Staff**

Quality Interpreting Services, Hilliard, OH 8/00- 4/03

- Dedicated to providing exceptional interpreting services that enhances access to communication and to facilitate interaction between individuals who are Deaf and Hearing.
- Interpreting experiences range from medical, legal, educational (K- postsecondary), business, and mental health.
- Utilize all communication styles as ASL, PSE, Oral Methods, and Signed English.
- Assist in hiring/training/mentoring staff interpreters and office managers, coordinating schedules according to time, requests and communication needs.

**Professional Organizations**

(Ohio Chapter of) Registry of Interpreters for the Deaf, member

Phi Theta Kappa, C.S.C.C. Honor Society, member

National Dean's List Association, member

The Ohio State University Alumni Association, member

Postsecondary Education Program Network (PEPNet), member

Association on Higher Education and Disabilities (AHEAD), member