

Ann Lemke



SUMMARY OF QUALIFICATIONS

- Doctorate Degree in Counseling Psychology from New Mexico State University
- Meet requirements for professional counseling licensure to practice in the State of Hawaii
- Skilled in planning, implementing, promoting, and evaluating Disability Services and the needs of students
- Thorough knowledge of ADA and 504 coordination
- Strong communications skills, both oral and written, as well as the ability to communicate effectively in a collegially diverse environment
- Proficient computer skills

EMPLOYMENT

Disability/Admissions Counselor
Windward Community College

07/2006 – Present
Kaneohe, Hawaii

- Provide disability counseling, coaching and case management services to qualified students with disabilities
- Review documentation and certify students with disabilities for Disability Services utilizing national documentation guidelines and the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973
- Determine reasonable and appropriate accommodations for the classroom, and other campus services
- Coordinate the Assistive Technology program including assessing needs, exploring options, advocating for future directions, and serving as a liaison with Technology Services.
- Provide trainings to students, faculty and staff about assistive technology, the reading technology program, and Universal Design for Learning
- Assist students to clarify and identify educational goals, develop student educational plans, and select appropriate courses to meet goal requirements
- Participate in strategic planning, goal setting, assessment, and program review activities
- Maintain database and calculate statistics to be used for annual report
- Attend to recruitment and retention issues
- Respond and manage student crises

