POSITION DESCRIPTION

TITLE: Coordinator of Disability Support Services - (Exempt)

Collective Bargaining - Eligible
Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Coordinator of Disability Support Services is responsible for coordinating the delivery of accommodations and support services to students with a range of disabilities, including, but not limited to, ADD/ADHD, autism spectrum disorders, anxiety/depression, physical and sensory disabilities, chronic illnesses, and assorted learning disorders. Reporting to the Associate Dean of Academic Services, the Coordinator of Disability Support Services provides both initial assessment and ongoing monitoring of individual student support requirements, and works with students, families, instructors, and outside professionals. The Coordinator of Disability Support Services will collaborate with appropriate faculty and staff to facilitate student academic success, and works with students to help them adapt to the challenges of college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Assesses individual students’ need for reasonable accommodations by detailed review of all disability documentation.
- Consults with students, external professionals, and family members to develop and implement appropriate academic accommodations and plans for college success.
- Advises a small caseload of students on a regular basis, providing coaching in strategies and skills such as time management.
- Provides ongoing support and advocacy for students with disabilities, both in and outside of the classroom.
- Collaborates with faculty to ensure that reasonable accommodations are being provided, including intervention as needed when disability-related issues arise in the classroom.
- Supports faculty and staff in the use and implementation of assistive technology and other strategies to maintain an accessible learning environment.
- Oversees testing center.
- Serves as a liaison to campus and the greater community in regard to issues related to disability services and programs.
• Develops and disseminates educational/informational materials and programming for student, faculty and staff to promote the goals of Disability Support Services.

• Generates creative and practical solutions to address existing and emerging needs for disability support.

PREFERRED QUALIFICATIONS:

• Significant experience working with students with disabilities in a educational setting.

• Familiarity with Autism Spectrum Disorders and knowledge of effective strategies and the techniques to assist these students.

• Knowledge of current trends and issues related to the field of Disability Services.

• Familiarity with and commitment to a model of undergraduate liberal arts education.

MINIMUM QUALIFICATIONS:

• Education: Master’s degree in disability studies, psychology, social work, special education or a related field.

• Experience: Two or more years’ experience in disability support services, counseling, or a related field, preferably in a higher education setting.

• Excellent written, oral, and interpersonal communication skills.

• Familiarity with neuropsychological/psycho-social assessment instruments and the interpretation of results of such testing.

• Good understanding of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), and other relevant laws.

• Knowledge of and experience with assistive/adaptive and instructional technologies.

• Commitment to working with and supporting the needs of a diverse population.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.