Coordinator II, OSD Services

FLSA Status: Exempt
Pay Grade: 15
Job Title ID: 121506
Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean, Student Services

Job Purpose

To ensure equal access to the educational process, preventing discriminatory practices; determining and providing appropriate and reasonable academic adjustments.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Advises students regarding appropriate course selection and individualized educational accommodations and determines appropriate course placement based on assessment scores and prerequisites. Coordinates the registration process and enrolls students into courses.
2. Determines if student is eligible under the Americans with Disabilities Act Amendment Act(ADAAA), requests additional information. Clarifies students' request for services and reviews data related to disability and functional limitations
3. Identifies and approves reasonable accommodations for eligible students based on individual needs.
4. Arranges for and provides direct disability services; coordinates with faculty and staff to ensure equal access to educational programs and services.
5. Monitors the effectiveness of student accommodations in the educational process.
6. Monitors the academic progress of students with disabilities, particularly through their developmental education requirements, and intervene appropriately, when improvement is needed.
7. Maintains a database of student needs and documented impairments as well as the sources of stated limitations; collects data, creates reports, and evaluates results. Updates and maintains as appropriate.
8. Coordinates schedules, trains and oversees staff.
9. Works with the community, faculty, staff and students to create collaborative processes for student recruitment, retention, and placement.
10. Maintains collaborative and consultative relationships with ACC faculty and staff personnel, school districts, disability-related agencies, and others involved in providing accommodations to qualified students.
11. Assists with updating department resource manuals, materials, policies, and procedures; participates in annual strategic planning and budget development process.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Laws, rules, and regulations pertaining to students with disabilities, including the Americans with Disabilities Act (ADA) and Vocational Rehabilitation Act, Section 504, as amended.
- Vocational rehabilitation practices and strategies.
- Counseling and advising techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Ability to interpret documents related to disabilities.
- Ability to determine and apply knowledge to developing appropriate accommodations in higher education.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Understanding various kinds of disabilities, challenges of such disabilities and accommodation options.
- Understanding of operating assistive technology.
- Interacting with diverse groups of people.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Work is routinely performed in office environments
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Two years work experience with individuals with disabilities.

Education

Required

- Master's degree in vocational rehabilitation, rehabilitation counseling, social work, or a closely related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.