

## Assistant, Accommodations

**FLSA Status:** Non-Exempt

**Pay Grade:** 12

**Job Title ID:** 12355

**Job Series/Job Family:** Student Support & Success Series / Student Learning Services Family

### Reports To

Manager, Learning Lab

### Job Purpose

To assist Learning Lab staff in providing effective tutoring accommodations and equal access to technology for students, faculty, and staff with disabilities.

### Description of Duties and Tasks

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

#### **Required**

1. Tutors students with disabilities in developmental courses, reading, writing, and study skills; operates assistive equipment and instructional software.
2. Assists Learning Lab Managers and computer support technicians to order, install, and maintain assistive software and equipment at all Learning Lab facilities and ACC facilities utilizing assistive technology; creates and maintains an inventory of Learning Lab assistive software and equipment.
3. Serves as a liaison for students, faculty, the Office of Students with Disabilities (OSD), and other relevant College offices to determine and provide appropriate tutoring accommodations for students with disabilities.
4. Trains OSD staff, lab personnel, faculty, and students, as needed or requested, on the use of assistive equipment and software; provides information and training to lab personnel on tutoring strategies for special needs students; partners with OSD and Interpreting Services to provide orientation to all new OSD students College-wide.
5. Conducts research on tutoring methodologies and assistive technology used to accommodate students with disabilities in the Learning Lab; recommends tutoring strategies to accommodate special needs of students.
6. Tracks data, composes reports, and provides feedback to relevant administrators, faculty, and OSD staff as requested on lab activity and usage related to students with disabilities.
7. Maintains the Disability Services area of the Learning Lab web page with up-to-date information, schedules, directories, and procedures.

### 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**

- Processes for tutoring students with disabilities.
- Tutoring and accommodation strategies and techniques.
- Assistive technology and equipment.
- American Sign Language.
- Video phone operation and use.

### 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.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively tutoring students with disabilities.
- Developing accommodation strategies for special needs of students with disabilities.
- Coordinating and maintaining assistive technology.
- Researching special needs tutoring methodologies.

**Computer Skills**

***Required***

- Demonstrated proficiency using standard office software applications, including advanced knowledge of Microsoft Office, assistive software, web design, video network systems, and providing technical support for desktop software.

**Physical Requirements**

***Required***

- Occasional lifting of objects up to 50 pounds
- Subject to walking, sitting, standing, kneeling, crouching, stooping, pushing, and pulling.
- Work is performed in an office environment.

**Work Experience**

***Required***

- One year related work experience.

***Preferred***

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**Education**

***Required***

- Bachelor's degree in a related field.

***Preferred***

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**Other**

***Preferred***

- Fluency in American Sign Language (ASL).

**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.