

## POSITION DESCRIPTION

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**TITLE: Coordinator of Accessibility 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.**

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**JOB SUMMARY:**

The Coordinator of Accessibility Services is responsible for assisting with 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 Director of Accessibility Services, the Coordinator of Accessibility Services assists with ongoing monitoring of individual student support requirements, advising/coaching, and management of the Testing Center. The Coordinator of Accessibility Services will collaborate with appropriate faculty and staff to facilitate student equity and access at St. Mary's 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.
- Assists in ensuring compliance with ADA and Section 504 for student accessibility in the academic, dining, extra-curricular, and residential experience.
- Engages in the interactive process to evaluate and determine appropriate accommodations on an individual basis.
- Analyzes third party documentation such as IEPs, 504s, psychoeducational evaluations, etc. for relevant data to aid in an individual's accommodation request.
- Responsible for assisting with the delivery of accommodations and support services to a range of students with and without disabilities.
- Manages and determines reasonable accommodations for students requesting accommodations.
- Assists in evaluating and updating current processes and procedures for accessibility and equitability in collaboration with faculty and staff.
- Facilitates annual trainings for student on accessibility topics.
- Manages and supports the testing center.

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- Supervises student workers and graduate interns.
- Assists with the management of the Accommodate software system.
- Assists and supports the development and dissemination of educational/informational materials and programming for students, faculty, and staff to promote the goals of Accessibility Services.
- Serves as a Campus Security Authority.

**MINIMUM QUALIFICATIONS:**

- Education: Baccalaureate degree required. Master's degree in disability studies, psychology, social work, special education or a related field preferred.
- Experience: Two or more years' experience in Accessibility Services, counseling, or a related field, preferably in a higher education setting preferred but not required.
- Experience working with and coaching students with disabilities in a secondary or higher education setting.
- Excellent written, oral, and interpersonal communication skills.
- Knowledge of and experience with assistive/adaptive and instructional technologies.
- Commitment to working with and supporting the needs of a diverse population.
- Knowledge of issues relating to neurodiversity and executive functioning is helpful.
- Knowledge 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 is helpful.
- Familiarity with Autism Spectrum Disorders, knowledge of effective strategies and the techniques to assist these students, knowledge of current trends and issues relating to Disability Services is helpful.
- 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.