

Position: Assistant Coordinator of OSS	Salary Grade: 20
Department: Special Programs and Services	FLSA: Non-exempt

### **Summary**

Under the supervision of the Director of Special Programs and Services, ensures disabled students' participation in academic and student life activities by coordinating access, providing support for special education needs, operating the high-tech center, and serving as the principal assistant to the Director of Special Programs & Services and/or the director's designee. Facilitates compliance with laws, regulations, and standards for alternative education options for disabled students. Enhances faculty and staff awareness to the importance of disability issues through education and guidance in the use of various resources to accommodate students with disabilities.

### **Essential Duties and Responsibilities**

- Assists in coordinating educational access and services.
- Provides technical and office support to the Disabled Student Program and Services (DSP&S), including technical support services to the disabled student population. Maintains student files according to established procedures. Types memos and correspondence. Maintains program schedules and prepares program literature and brochures.
- Performs intake of students who are referred to the program. Verifies information that is required by the State and the nature of the student's disability. Forwards information to Director for approval to program then to a Counselor who, in turn will recommend a list of academic accommodations.
- Administers, monitors and scores various tests and battery materials for assessment of student achievement level and interests. Schedules students for testing and review periods. Administers the academic attribute survey to students.
- Arranges for and schedules program services and/or accommodations resulting from accommodation recommendations.
- Arranges and schedules adaptive technology in the classroom as needed. Plans, schedules, and trains students in the use of adaptive technologies. Conducts presentations to students about the program and its goals and resources.
- Periodically installs new and updated software used in the high technology center. May troubleshoot basic problems with software, referring complex problems to the Management Information Systems department. Maintains inventory records for all equipment and supplies allocated to the program. Processes orders for supplies and equipment as needed.

- Works with other departments and services to secure support services for disabled students. Identifies and participates with others to plan and implement methods of removing barriers for students with disabilities.
- Monitors and documents student classroom performance and accomplishment of education objectives and plans.
- Maintains up-to-date knowledge of trends in the field as well as legislation affecting the nature and scope of services provided.
- Attends community presentations and meetings to give information about the program and the College's capabilities to prospective students. Coordinates program's advisory board meetings and other meetings relevant to the program.
- Prepares periodic reports in compliance with College and funding authority requirements on program activity.
- Develops and implements procedures for the College to comply with Americans with Disabilities Act regulations for providing accessible education options to persons with disabilities. Serves as the first contact for federal agencies on ADA matters.
- Receives and responds to inquiries, concerns, and complaints about compliance with print, broadcast, or web-based media.
- Provides guidelines and assistance to faculty and staff for formatting printed materials to assure accessibility to persons with disabilities. Conducts in-service presentations introducing concepts and requirements for document layout.
- Reviews and monitors web pages for compliance with ADA guidelines. Consults with faculty and staff on solutions to compliance problems.
- Serves as liaison between faculty, students, staff and others to obtain and translate instructional material into alternate formats that optimize student access and learning.
- Works with faculty, staff and others to identify compliance needs and special accommodations for students. Contacts and coordinates with faculty and instruction support to ensure that student needs are met.
- Performs Closed Captioning Services for non-captioned media.
- Provides a variety of technical information and assistance to information technology, public information, committees, and other departments on access requirements.
- Reviews current and emerging assistive technologies that may be needed to support student and employee access. Recommends purchase of specific products.
- Participates with and provides assistance to faculty in certain aspects of curriculum design of on-line and distance course offerings.
- Performs other duties as assigned that support the overall objective of the position.
- Selects, schedules, trains, and reviews the work of assigned student workers.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires working knowledge of programs, resources, regulations, and laws encompassing disabled students. Requires knowledge of alternative teaching and learning methods and media for disabled students. Requires sufficient human relations skill to convey technical concepts to students, exercise patience, make presentations to outside agencies and employers, and sell the program. Requires a working knowledge of the curriculum taught in higher education, and variations that are allowable for disabled students. Requires a working knowledge of assistive technology and electronic information equipment, software, and programs, including a basic knowledge of the operation, troubleshooting, and maintenance of respective equipment. Requires experience working with accessibility software including but not limited to ACCVerify and Bobby. Requires experience producing information in alternate formats including but not limited to Braille, Books on Tape, E-Text conversion, Closed Captioning, and Enlarged Text. Requires a basic knowledge of the use of closed caption video presentations. Requires basic knowledge of on-line program and course delivery, effective web page design, layout, and maintenance. Requires sufficient oral and written language and human relations skill to convey technical concepts to faculty and students, exercise patience, resolve confrontation, and conduct in-service training. Requires professional writing skills.

### **▪ Abilities**

Requires the ability to carry out all aspects of the position. Must be able to maintain the learning or simulation lab and equipment in a safe and organized manner. Requires the ability to instruct students in the use of learning assistance equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Requires the maintenance of confidentiality with student records. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Requires the ability to learn and apply laws, rules and regulations pertaining to the Americans with Disabilities Act that apply to student access to education and information. Requires the ability to conduct in-service presentations to small groups. Requires the ability to develop layouts for printed material that complies with ADA requirements. Requires the ability to audit and prepare compliance instructions to all forms of communications for students. Requires the ability to establish and maintain productive work relationships with faculty and staff, students, and regulatory agencies. Requires the ability to use and troubleshoot computer-aided adaptive technologies, specialized audio-visual equipment and modern office-productivity computer software. Requires the ability to perform Braille translation and sign language within a reasonable time. Requires sensitivity to the needs of disabled students as well as others from diverse backgrounds. Must be able to coordinate the activities of work-study students. May require the ability to perform work assignments at all College locations.

### **▪ Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and instructional media equipment. Requires special hand-arm coordination to perform sign language. Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on

conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

▪ **Education and Experience**

Requires the equivalent to a Bachelor's degree in secondary or special education and two years of experience working with disabled students in a one-on-one or classroom environment where computer-aided technology is used to facilitate learning. Alternatively, an Associate's degree and six years of experience may satisfy job requirements. Additional experience with alternative learning and student access may substitute for some higher education.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where some safety considerations may exist working with students having at-risk behaviors.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Board approved: 06/16/2010