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| Position Title: | Disability Specialist | Job Code: | 0709 |
| Reports To: | Director | Job Group: | PENC |
| Department: | ACCESS Services | Salary Grade: | 12 |
| Prepared By/Date: | Randy Schleef/6-25-2009 | FLSA Status: | Exempt |
| Approved By/Date: | Elizabeth Smith/ 06-25-2009 | | |
| Revised: | Jennifer C. Brito/6-29-2009 | | |

Summary:

To provide and facilitate equal access for students with disabilities on Kendall Campus and to facilitate compliance with federal and state laws requiring equal accommodations for people with disabilities.

Essential Duties and Responsibilities:

- Provides specialized guidance and counseling to disabled students on all aspects of occupational planning and achievement to meet specific physical and learning needs for each student.
- Determines and recommends individual accommodations needed to meet each student's physical or learning needs such as specific equipment, materials, software, tutoring and testing accommodations, wheelchair tables, note takers, and readers.
- Provides barrier free solutions and curriculum adaptations through direct consultation with faculty and disabled students.
- Provides in service workshops and instructional support for faculty to increase awareness of needs of students with disabilities.
- Provides liaison with campus and community resources to assure success and retention for each student.
- Provides campus students with disabilities, specialized guidance and counseling on personal and emotional concerns.
- Implements referrals to community agencies.
- Provides specialized advisement including, vocational, and precollege.
- Provides recruitment, admissions and program information, referrals to vocational course advisors, recommendations for taking appropriate assessments tests with any needed accommodations.
- Advises and recruits students with disabilities on all college programs and courses
- Orients disabled students to facilitate college success
- Provides job placement for currently enrolled and graduating students in conjunction with campus and community placement resources, taking into account environmental, and other disability barrier issues.
- Provides information to all disabled students regarding financial aid opportunities including other resources such as vocational rehabilitation, and Hope tax credits.
- Develops funding proposals from other sources.
- Communicates with parents to facilitate student success.
- Provides other support services as needed to improve retention and success for students with disabilities.
- Instructs and explains College resources and ACCESS Services to college classes and groups of disabled students.

Knowledge, Skills and Abilities:

- Knowledge of community resources, especially disability resources
- Knowledge and experience working with people who have disabilities
- Skill in Microsoft application software and knowledge of disability services available
- Excellent communication, administrative and problem-solving skills, and ability to multi-task
- Ability to respond to callers with patience, objectivity and nonjudgmental attitude
- Ability to work well independently and in a team, good interpersonal skills and positive attitude
- Ability to work in a multi-cultural and multi-ethnic environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Special Education and three (3) years working with disabled adults.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name