



Disability Services Coordinator

Student Services

SS/4

JOB SUMMARY

This position is responsible for coordinating disability services for Dartton State College students.

MAJOR DUTIES

- Reviews confidential psych-educational evaluations and health documentation to determine eligibility for reasonable accommodations for courses, programs and other services.
- Develops individual accommodation plans for students with approved and documented disabilities based on individual needs.
- Notifies and assists teaching faculty with matters related to the implementation of classroom accommodations.
- Coordinates testing accommodations and administers and proctors examinations.
- Serves as disability resources and liaison to vocational rehabilitation resources, area high schools and other external agencies and organizations.
- Provides academic, career, and personal guidance to students with disabilities.
- Maintains and updates the policies and procedures manual.
- Provides academic advising and course registration to an assigned caseload of students.
- Provides evaluation, assessment, guidance and case management related to academic and non-academic student concerns.
- Completes continuing education training.
- Submits annual reports to the Board of Regents.
- Serves on assigned college committees.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of disability services in the context of higher education.
- Knowledge of academic, career and personal counseling principles.
- Knowledge of University System of Georgia Board of Regents policies, and procedures.
- Knowledge of federal and state laws related to disability services.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Senior Director of Student Success assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include University System of Georgia guidelines, the Americans with Disabilities Act, Family Education Rights and Privacy Act guidelines, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied advising, assessment, and service coordination duties. The unique nature of each student's needs contributes to the complexity of the position.
- The purpose of this position is to coordinate the delivery of disability services to students. Success in this position provides effective services to students in compliance with federal and state laws.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, Board of Regents staff, colleagues from other institutions, representatives of external service providers, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.