



ACCOMMODATIONS COORDINATOR

SALARY GRADE: [C1-48](#)

DEFINITION:

Under the direction of the Dean, Disabled Student Services & Veterans Programs, performs a variety of specialized duties related to providing support services to students with special needs or disabilities including initial intake and screening of new students; identifying and coordinating adaptive technology needs to meet specific student requirements, providing ongoing support to continuing students and collaborates with staff in testing and assessment to resolve disabled student testing issues. Coordinates accommodations for students including acquisition and some production of alternate media. Works with a team to provide MIS reporting for the college; assists in planning events, trainings and related workshops for the Disability Resource Center (DRC) such as Disability Awareness Day, activities with College offices, and presentations to faculty and community agencies that promote integration of students with disabilities into the College campus.

DISTINGUISHING CHARACTERISTICS:

The Accommodations Coordinator serves in a lead capacity, coordinating alternate media resources for students with disabilities, preparing related reports, making accommodations, maintaining accurate files and completing assigned projects. The Accommodations Coordinator performs specialized duties in support of the primary functional area within the Disabled Resource Center.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of specialized duties related to providing support services to students with special needs or disabilities.
2. Provide overview of program and services to students; assist students with completion of necessary forms and paperwork; assist with registration process; respond to requests and inquiries and investigate complaints from students requiring special services.
3. Complete and maintain files and records related to student contact; assume responsibility for data entry and reporting of correct and accurate information; maintain various documentation including request for accommodations and monitor required medical documentation.
4. Provide or coordinate accommodations including note taking, scribing or reading services.
5. Coordinate requests for alternate media including sending requests to vendors or publishers for alternative text; assist students in acquiring alternate media including requesting textbooks from organizations such as Learning Ally, Bookshare or the AMEX database; Coordinates the production of and produces some alternate media in a variety of formats.
6. Provide information to prospective students about services and programs available at Foothill College and Disability Resource Center.
7. Assist with coordination of accommodations for exams including providing adaptive materials, equipment or software.
8. Assist with program review, establishing policies and procedures; assist with assessing the effectiveness of Disability Resource Center programs.
9. Attend and conduct a variety of meetings; serve as a resource for disability related issues.

10. Maintain DRC database and case files.
11. Maintain communication with students, staff and faculty through the use of emails, newsletters and/or social media.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Federal and State laws, ADA, Section 504 and District policies and regulations governing educational and employment programs for individuals with disabilities.
2. Programs, methods and resources available for persons with disabilities.
3. Needs of students with disabilities or requiring special services.
4. Confidentiality requirements when dealing with personal and sensitive student information.
5. Data collection and basic research principles and practices.
6. Principles and practices used to establish and maintain files and information retrieval systems.
7. Interpersonal skills using tact, patience and courtesy.
8. Office procedures, methods and equipment including computers and applicable software applications such as MS Word, Excel and Outlook, Adobe Acrobat Pro, Ellucian (Banner) systems and other databases.
9. English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Coordinate the disabled student services program in accordance with established laws and regulations.
3. Perform a variety of specialized duties related to providing support services to students with special needs or disabilities.
4. Understand the needs and requirements of disabled students and utilize programs methods and resources available to assist students with various disabilities.
5. Research, identify and coordinate alternate media resources for students with disabilities including Braille, ASCII text, large print, recorded audio, electronic text (e-text) formats, and video captioning.
6. Respond to requests and inquiries from students, staff or the public; effectively present information in person or on the telephone to students, staff or the public.
7. Coordinate with community agencies regarding serving the needs of individuals with disabilities.
8. Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
9. Communicate effectively both orally, in writing and in the use of social media.
10. Establish and maintain cooperative and effective working relationships with others.
11. Maintain records and prepare reports.
12. Train and provide work direction to student employees.
13. Perform a variety of general clerical duties as required; answer phones, schedule appointments, provide assistance to students, answer questions from the general public and prepare letters and reports.
14. Work independently and multi-task between projects as needed.

Education and Experience

Any combination equivalent to:

1. Associate's degree in a related field OR any combination equivalent to two-years of college level course work in special education, psychology or a related field.
2. Two (2) years of increasingly responsible administrative and programmatic experience including experience involving providing support services to persons with disabilities.

Preferred qualifications:

1. Bachelor's degree.
2. Excellent computer skills including Microsoft Excel, Adobe Acrobat Pro and Banner Systems, and ability to learn new software and applications.
3. One (1) year of working directly with disabled students tutoring, coaching, providing intake and/or accommodations, job placement or other related service.
4. Bilingual.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.
3. May require evening hours until 7 p.m.
4. Occasional need to drive a vehicle to conduct work.
5. Occasional need to drive cart on campus for disabled students.

Physical Abilities:

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to view computer monitor and read various materials.
4. Sitting for extended periods of time.
5. Lifting, carrying, pushing or pulling moderately heavy objects, up to 50 lbs.
6. Ability to push/guide a wheelchair.

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