



**Connecticut State Community College
Job Description
Campus Disability Coordinator**

Salary Level:
CCP 18 (Subject to Willis)

Date Approved/Revised:
6/27/22

Position Purpose

Connecticut State Community College provides a wide range of educational programs and makes these available to the diverse population of the state. The Campus Disability Coordinator engages in the interactive process with students requesting accommodations, their faculty and campus staff to determine if the student is considered a student with disability and if so, the reasonable and appropriate academic/campus accommodations. This position coordinates accommodations and services for students with permanent and/or temporary disabilities to ensure that all College programs, activities, and services are accessible.

The incumbent will be sensitive to and understand the diverse academic, socio-economic, and cultural backgrounds of students, faculty, and staff, while establishing and maintaining a positive working relationship with constituents and colleagues. The Campus Disability Coordinator assists in ensuring that all College entities comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008 and other relevant state and federal legislation.

The Campus Disability Coordinator performs and supervises these services at a CT State Community College campus.

Supervisory and Other Relationships

The Campus Disability Coordinator works under the direction of the Campus Associate Dean of Student Development/Title IX or other administrator and collaborates with the CT State Director of Tutoring and Disability Services. The Campus Disability Coordinator may lead or supervise administrative support staff and /or student workers.

The position has extensive relationships with students, faculty, staff, and administration. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Examples of Duties

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Manages an assigned caseload of students with permanent and/or temporary disabilities by engaging in the interactive process with students, faculty and staff as indicated.
- Collects and reviews medical and educational documentation for assigned caseload to decide of disability and to identify reasonable and appropriate accommodations on a course-by-course basis; determines appropriate and effective accommodations, which do not fundamentally alter the program of study.
- Documents engagement through detailed notes in the interactive process with students, faculty and staff in the determination and coordination of accommodations in the approved database.
- Collaborates to ensure that approved academic accommodations are coordinated with students, faculty, and staff.
- Oversees activities in collaboration with other departments across the campus to ensure equal opportunity for access to academic and co-curricular programs at the Campus for assigned students.

- Makes recommendations to faculty, staff, and departments regarding the College's academic and programmatic obligations and the guidelines for students with disabilities; coordinates with appropriate campus constituents regarding student's enrollment status related to accommodation alterations etc.
- Serves as a liaison and a resource for students with disabilities; collaborates and consults with faculty and staff regarding academic accommodations, compliance with responsibilities as well as instructional, programmatic, and curriculum modifications.
- Coordinates the testing related to students with approved accommodations.
- Coordinates outreach to incoming and prospective students when indicated regarding accommodations and services offered; communicates information regarding program activities and services to the campus community.
- Conducts annual training for campus faculty, staff, and the administration to promote understanding and increase awareness of the needs and concerns of students with disabilities.
- Maintains current knowledge of pertinent regulations regarding access and services for students with disabilities and their applicability to the College; serves as a resource to the campus community in explaining such regulations.
- Assist with formulating and managing annual budgets related to program services and costs estimating program services and costs; developing budgets related to planned services and monitoring expenses in compliance with operating budgets.
- Attends weekly case review meetings and staff meetings.
- Performs related duties and special assignments as required.

Professional Participation and Development

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies
- Service on assigned committees and task forces
- Attendance and participation at committee, staff, informational and professional meetings

These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position's fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature. The Campus Disability Coordinator is required to utilize the designated record keeping module.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). The Campus Disability Coordinator is required to have demonstrated substantial knowledge, skills, and ability in the following areas:

- Providing interventions and accommodations in an academic environment
- ADA laws/regulations related to students with diagnosed disabilities
- Ability to interpret diagnostic testing assessments and instruments
- Advising students need accommodations
- Designing and developing interventions for students with disabilities
- Demonstrated understanding of and commitment to diversity, inclusion, and equity
- Demonstrates and supports an understanding, sensitivity, and appreciation for social justice, cultural humility, and inclusiveness.

These skills and abilities typically are acquired through a combination of education, experience and training which would include a Master's degree in an appropriately related field together, with from one to four years of related experience that

includes up to two years of supervisory experience; or a combination of education, experience and training which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbents typically perform their work in offices, classrooms, laboratories, and meeting rooms. The work does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents with physical limitations.