Title  Disability Accommodations Specialist

Title Code  04832

FLSA Status  Non-Exempt

Date Issued  August 1, 1997

General Duties and Responsibilities

This class of positions provides various services to disabled students. There are two assignment levels within this class. The following are typical tasks within this class of positions. Employees may perform other related duties for the purpose of providing support services to disabled students. Depending upon the needs of service, the duties of this position may require the use of one’s own automobile in the performance of official duties; moreover, these duties may be performed on campus or at the student’s home. Positions report to the College Director of Disabled Student Services, or equivalent. Upon application to the University Personnel Director, a college may utilize this title for persons who are to provide similar services to disabled employees.

General Work Tasks

Assignment Level I

- Serve as a test accommodations proctor at various examinations to ensure administrative coordination with the appropriate faculty member.
- Assists with the recording, note taking, and videotaping of classes, lectures, and other academic presentations, assisting faculty and staff as appropriate.
- Serve as reader, not-taker, or transcriber for disabled students; also serve as lab assistant as required.
- Visit students home to ferry instructional materials between home and campus; insure hook-ups of special equipment at student home.
- Provide technical support to participating faculty members so as to facilitate the delivery of services to disabled students.
- Maintain liaison with departments or other administrators overseeing tutors, and coordinate available college tutoring services so that the needs of the student may be fulfilled.
- Maintain financial need criteria on projects participants, making appropriate referrals to the applicable state-sponsoring agencies.
- Coordinate services available to students that deal with the anxiety, dysfunctional organizational patterns and the like.

Assignment level II

- Conduct individual academic and programmatic needs assessments and evaluation for disabled students.
- Develop individual specialized educational plans to enable students to attain their full academic potential.
- Identify student disabilities, and then determine and provide those compensatory learning techniques that are appropriate to the students needs.
- Serve as assistive technology specialist; provide the appropriate individual assistive accommodations for disabled students.
- Coordinate the provision of remedial activities appropriate to the needs and capacities of the student.
- Provide assistance in course review and selection so as to encourage students to satisfy academic requirements of their program of study.
- Provide career development service and support with an acknowledgement of student disabilities so as to assist students in achieving career goals; provide disability-related advisement and accommodation planning for students; maintain liaison with medical professionals regarding the nature of student disabilities and appropriate accommodations.

**Qualification Requirements**

**Assignment Level I**

An associate degree from an accredited institution of higher education, and two years of related work experience, or Education and/or work experience that is equivalent to the above.

**Assignment Level II**

A baccalaureate degree from an accredited institution of higher education, and four years of related work experience, or Education and/or work experience that is equivalent to the above.

**NOTE:**

**Direct Lines of Promotion**

FROM: None  
TO: None