

TITLE: Coordinator, Disability Resources

CLASSIFICATION: Classified

SALARY GRADE: N

SCOPE OF POSITION:

Under general direction, coordinates operations of Disability Resources, including scheduling for student appointments and mandated services for students; implements disabled student intake regulations and procedures; performs duties related to data gathering and auditing, budget monitoring and assisting with budget development, customer relations; coordinates state-mandated National Voter Registration Act reporting; and serves as the liaison between the District, faculty, Vocational Rehabilitation, local school districts, and non-profit agencies to implement appropriate accommodations for disabled students.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates daily operations of Disability Resource programs and services; works closely with students, staff, faculty, and the public to implement goals and objectives of the Disability Resources Department; resolves conflicts and ensures efficient operation of programs related to mandated disability services.
2. Implements, monitors, and assists with the development of multiple budgets for Disability Resources, College to Career, and Testing and Support Services Programs; processes accounts payable; creates auditing systems and reconciles invoices; prepares for external auditing of specially funded projects and/or government-funded programs; utilizes procurement software; processes personnel action forms (PAFs) and timesheets.
3. Assists with scheduling of instructional services for the department; initiates and tracks faculty schedule changes; troubleshoots and resolves scheduling problems; monitors enrollments and faculty loads.
4. Assists with processing program effectiveness data; makes recommendations and initiates revisions to processes or procedures; develops and provides services, trainings, and resources that advocate for and support the development of disabled students; maintains displays and equipment.
5. Coordinates social media campaigns and electronic communication with disabled students; reviews and analyzes demographic trends for disabled student inquiries, new disability service requests, and enrollments; prepares written materials and reports; correspondence, agendas, and meeting minutes; designs and creates communication and outreach materials.
6. Interprets, explains and applies district, state and federal regulations, policies and procedures and practices, including Family Educational Rights and Privacy Act of 1974 (FERPA) and Americans with Disabilities Act (ADA).
7. Assists prospective and current students with service requests, forms and completion of intake process.
8. Trains and leads the work of other Classified Professionals in the area.
9. Hires, supervises and trains short-term, non-continuing (STNC) employees and student workers.

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KNOWLEDGE OF:

Relevant local, state, and federal rules and regulations, programs, policies and procedures related to disabled students; applicable technology usage, including standard office productivity software and other appropriate technology; principles and practices of, student services programs, data management, report and budget preparation and event planning.

ABILITY TO:

Interpret and apply the rules, regulations and policies of the District, ADA, Title 5 and Educational Code; exercise appropriate judgement in interactions with others and with work processes. collaborate productively and cooperatively with individuals and groups both internally and/or externally; demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

2+ years of experience working in a related educational setting with previous experience assisting with budget development and monitoring.