

**ACCOMMODATIONS SPECIALIST**  
*Disabled Student Programs & Services*

**VERVIEW:** *Under the direction of the Director, Disabled Student Programs & Services, performs a wide variety of technical, administrative and clerical support. The Accommodations Specialist will facilitate the provision of reasonable accommodations for students with disabilities and ensure that student records, databases and other statistical reports are complete and up to date.*

**EXAMPLES OF DUTIES:**

- *Administers the adapted classroom and placement testing services; responsible for ensuring that all students qualified for the service are accommodated appropriately; coordinates testing arrangements; locations and assistants. Contacts instructors with problems. Hires and supervises hourly disability assistants such as proctors, scribes, and readers.*
- *Enters all student data into the College's Management of Information System; maintains the Disabled Student Programs & Services database.*
- *Acts as a liaison with other community agencies that provide accommodations for students such as the Department of Rehabilitation, Recordings for the Blind/Dyslexic and Braille Institute.*
- *Ensures student records are complete; containing all the necessary documents and signatures per Title 5 regulations; obtains the necessary verification of appropriate disability category for funding purposes; refers students to disability assessment specialists for further assessment.*
- *Updates yearly education contracts for students with disabilities, evaluates students' progress per Title 5 regulations, may suggest accommodations and, as indicated, will arrange accommodations for students with approval.*
- *Compiles and develops various reports related to job duties.*
- *Other duties as assigned.*

**NIMUM QUALIFICATIONS:**

**Knowledge:**

- *Familiarity with laws, policies and procedures relevant to the Americans with Disability Act, Section 504 of the Rehabilitation Act, and Title 5.*
- *Knowledge of the educational, medical, functional, psychological and cultural effects of disability in a higher education environment.*
- *Demonstrated expertise in disability advising and service delivery.*
- *Knowledge of adaptive/assistive technology.*

**Skills & Abilities:**

- *Understand different medical and psychiatric diagnoses, psycho-educational and neuropsychiatric reports of students with learning disabilities, Attention Deficit Disorder, Acquired Brain Injury and psychiatric/psychological disabilities.*
- *Apply and suggest appropriate disability accommodations with approval.*
- *Computer literate in Microsoft Office (Word, Excel, Access, PowerPoint), and mainframe systems.*
- *Maintain sensitivity to the exceptional characteristics of persons with varying degrees of a myriad of disabilities.*
- *Excellent customer service techniques.*

**Education and Experience:**

*Equivalent to an Associate in Arts or Science degree with at least three years of progressively responsible professional student services work experience. A Bachelor's degree in a Human Services-related field may substitute for two years of experience.*