

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Disability Services & ADA**

Job Code: **3575**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters in Rehabilitation Counseling/Student Services/Clinical Psychology/Special Education/ with emphasis on supporting students with disabilities in postsecondary educational institutions.	
Experience		
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Coordinator of Disability Services reports directly to The Director of Health and Disability Services and is responsible for developing, implementing, and assessing disability services primarily for students, but also with faculty and staff with physical, sensory, psychological, or learning disabilities. Must work collaboratively with other offices and academic units to facilitate the educational progress of students with disabilities. Serve as the university's ADA Coordinator by monitoring compliance with policies and 504 legislation. Conduct workshops and seminars on disability issues for the entire university community. Maintain liaison with community, state, and federal rehabilitation agencies. Responsible for strategic planning, budgeting, assessing of programs, supervising staff, and advising students.

Duties and responsibilities	% Time
Meets with students to review appropriate documentation; conducts screening/intake interviews; and works with students on an ongoing basis developing appropriate and life-long learning strategies, making referrals for further testing and/or therapeutic interventions, and/or recommending reasonable accommodations. Facilitates student access to university programs, services, activities, facilities, and organizations such as SODA. Encourages self advocacy. Coordinates and proctor special exam accommodations.	30
Manages overall operation of disability Services including planning, budgeting, implementing, and assessing of services; drafting policies and procedures; and supervising staff and volunteers as well as chairing advisory board. Develops programs and publicizes services. Acquires, maintains, and evaluates use of adaptive technology. Educates and trains office staff, students, faculty, and other staff on use of equipment.	25
Collaborates with faculty, staff, and external agencies to provide accommodations to students and provides consultations, information, and training workshops. Hires, supervises, and evaluates contract staff as needed for interpreting, notetaking, readers, and scribes.	25
Serves as ADA Coordinator by monitoring university policies and procedures relating to persons with disabilities, tracking university policies and procedures as well as state and federal laws relating to persons with disabilities.	10

Maintains liaison with community, state, and federal rehabilitation agencies and networks with other community resources. Pursues grants and other alternative funding sources.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.