

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION OUTLINE

JOB TITLE: ACCESS SERVICES ASSESSMENT AND ACCOMMODATIONS SPECIALIST  
PAY GRADE: C-8  
OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Provide direct services to prospective and/or enrolled students with disabilities at CF; develop and implement services related to testing and assessment, accommodations, and career counseling with consideration of students' with disabilities unique challenges. Work collaboratively with college staff and faculty to ensure that testing and classroom accommodations are administered properly and in compliance with college rules, policies, procedures, and legislative rules and regulations related to students with disabilities.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree required in counseling, human services, psychology, special education, education, or related field.
2. Years of experience in field: At least one year of experience required administering/proctoring various electronic and paper-pencil standardized and specialized tests to a diverse student population, and working with students with disabilities in a post-secondary education settings.
3. Special skills or abilities related to position: The ability to administer various tests, both standardized and specialized, including industry certifications; working knowledge of the Windows operating system, Microsoft Office Suite, and assistive software such as screen enlargers and screen readers; knowledge of correct English usage including pronunciation, grammar, and punctuation; knowledge of the Americans with Disabilities Act and other relevant legislation; the ability to work with faculty, information technology and other student affairs departments to provide accommodations and routine assistance to students with disabilities,

Special skills or abilities related to position: (Continued)

ability to interpret students' disabilities documents and prepare appropriate Faculty Accommodation Notices (FAN). Knowledge and understanding of the educational aspects of college programs.

ESSENTIAL JOB FUNCTIONS:

1. Conduct accommodations review for students with disabilities registering for Access Services.
2. Schedule and arrange student testing and classroom accommodations on the Ocala campus and other campuses with faculty and staff.
3. Conduct basic academic and career counseling for students in relation to disability related concerns.
4. Administer and provide accommodations for electronic and paper-pencil tests for students with disabilities including preparation of alternative format materials.
5. Prepare the Faculty Accommodation Notices (FAN), distribute them to respective faculty, and discuss specific accommodations with instructors as necessary.
6. Work with IT and other college personnel on issues involving technology for testing and other accommodations.
7. Assist the Director of Access Services in training college personnel on issues involving compliance requirements, accommodations procedures, and other disability-related matters.
8. Conduct clerical and communications functions related to Access Services accommodations and testing operations.
9. Conduct basic student intake for students registering with Access Services.
10. Train students on the use of assistive software and hardware such as screen enlargers, screen readers and CCTVs.
11. Maintain the confidential Access Services student records.
12. Work with outside organizations such as Vocational Rehabilitation, Blind Services, ASL interpreter agencies on behalf of their clients (our students).
13. May be required to work a flexible schedule to include nights and weekends.
14. Additional duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities include close vision and the ability to adjust focus.
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS: (Continued)

- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic devices.
- Routinely requires moderate (up to 40 pounds) lifting and carrying
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- The employee is frequently required to use hands and fingers to handle or operate computers, objects, tools or controls and reach with arms and hands.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.

ENVIRONMENTAL CONDITIONS

- Works in an office environment
- Works in telephone switch room

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director, Access Services