

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION OUTLINE

JOB TITLE: DISABILITY 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 the College of Central Florida and develop and implement services related to testing and assessment. Work collaboratively with college staff and faculty at all CF locations, to ensure that testing 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 a 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 setting.
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.

PREREQUISITES FOR POSITION (Qualification Standards) (Continued):Special skills or abilities related to position (Continued):

Ability to prepare appropriate Faculty Accommodation Notices and knowledge and understanding of the educational aspects of college programs.

ESSENTIAL JOB FUNCTIONS:

1. Assist with reviewing accommodations for students with disabilities registering for Disability Services.
2. Schedule and arrange student testing and classroom accommodations with faculty and staff on the Ocala, Citrus, Levy, and Hampton campuses.
3. Input students in the Higher Reach program.
4. Interpret and communicate test and assessment results to examinees for the purpose of educational planning and career guidance/decision making.
5. Maintain current testing and assessment practices, staying current on state testing requirements, policies, and related legislation. This will include participating in state and national college testing conferences such as FACTS and NCTA.
6. Conduct basic academic counseling for students in relation to disability related concerns.
7. Administer and provide accommodations for electronic and paper-pencil tests for students with disabilities including preparation of alternative format materials.
8. Assist in the preparing and distributing of Faculty Accommodation Notices and discuss specific accommodations with instructors as needed.
9. Work with IT and other college personnel on issues involving technology for testing and accommodations.
10. Keep in line of sight for seizure prone students.
11. Assist the Director of Disability Services in visiting classrooms on all four CF campuses to educate students about the testing services we provide and how to register with our department.
12. Conduct clerical and communications functions related to Disability Services accommodations and testing operations.
13. Conduct intake for students registering with Disability Services which includes: explaining documentation needed to register with the department, assisting students with filling out an application, understanding and articulating services the college provides for students with disabilities and knowing the services available within the community for students with disabilities.
14. Train students on the use of assistive technology, screen enlargers, screen readers and CTVs.
15. Communicate with instructors regarding student progress and needs via email and phone calls.
16. Maintain the confidentiality of Disability Services student records.
17. Maintain meticulous records of student's confidential paperwork.
18. Work with outside organizations such as Vocational Rehabilitation and the Division of the Blind Services on behalf of their clients (our students).
19. May be required to work a flexible schedule which may include late afternoons, evenings or weekends.
20. Other duties as assigned.

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

#### ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to drive a college vehicle.

#### 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.
- 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 of Disability Services