The full-time ADA Services Specialist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the Director of Access and ADA Services or as designated by the Director of Institutional Reporting and Compliance.

Qualifications:
Bachelor’s Degree in Education or Human Services preferred. Minimum of Associate’s Degree and related experience. Excellent interpersonal and organizational skills. Ability to work with a wide variety of student issues and maintain student confidentiality. Strong computer skills required including proficiency with MS Office, internet and databases.

Description:
The Access and ADA Services office provides assistance and services for MACC students with disabilities at all locations. The ADA Services Specialist will perform multiple duties and conduct the day-to-day operations of the Columbia office, providing direct assistance to students as well as consultation for college personnel, external agencies and prospective students. The ADA Services Specialist is a full-time salaried, 12-month, non-exempt staff position covered by the Public Education Employee Retirement System (PEERS).

Duties and responsibilities include:

1. Be familiar with and abide by nondiscrimination and equal access laws including the Americans with Disabilities Act in carrying out the mission of the Access and ADA Services office;
2. Respond to inquiries about ADA services and eligibility, providing information to prospective students, parents, schools, and external agencies;
3. Provide ongoing consultation and assistance to faculty and staff who are working with students with disabilities;
4. Talk to and meet with students who are requesting services to gather information about their specific disabilities, needs, and accommodation requests;
5. Verify eligibility for services for students with disabilities through proper documentation and maintain such documentation in appropriate files;
6. Determine reasonable accommodations and set up or update Accommodation Plans with students as assigned;
7. Maintain confidential and accurate records of registered students and services provided for them;
8. Conduct periodic maintenance and record checks to ensure completion and accuracy;
9. Provide assistance for students, registered with the Access office, to meet educational goals and to promote independence (e.g. referrals to the LARC, Instructional Technology and advisors);
10. Provide letters of accommodation to students each semester;
11. Complete ongoing relevant professional development related to students with disabilities and the Americans with Disabilities Act;
12. Serve on relevant committees at the College;
13. Assist in researching and keeping up-to-date with appropriate accommodations and assistive technologies;
14. Provide ongoing accommodations for students, such as scheduling and proctoring tests, ordering and transferring alternative textbook formats, enlarging printed materials, assisting with furniture requests, instructing students on use of assistive technology, checking out of assistive equipment, etc.;
15. Assist students with testing accommodations, such as scheduling and proctoring tests, maintaining testing binder, setting up assistive technology on computers for testing and reading tests out loud. Also, contacting instructors and rescheduling students when needed;
16. Prepare, maintain, and the check-in and out ADA equipment such as recording devices. Complete the transfer of notes, etc. as needed;
17. Scan and index documents and files into the Access office electronic system (e.g. Etrieve);
18. Coordinate with schools and agencies to identify resources and funding for students with disabilities such as Vocational Rehabilitation;
19. Assist the Director in performing administrative and service functions of the Access and ADA Services office (e.g. handbook, website, creation of forms, scanning, and facilitating accommodations);
20. Perform other duties as assigned by the Director of Access and ADA Services or the Director of Institutional Reporting and Compliance.