Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [X] Establishment [ ] Update [ ] Transfer
3. Position Number: 17566
4. School/College/Department: LDEC
5. Department Number: 0633-000-01
6. Effective Date: (Personnel Use Only)
7. Section:
8. FTE: 1.0
9. Budget Entity:
10. Pay Plan: 12 months
11. Subsection: PRES
12. Class Code: 4275
13. City: Tallahassee
14. County: Leon
15. Class Code: 9427
16. Class Title: Coordinator, Academic Support Services

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions of the Job** - Serves under the working title of Coordinator of Academic Support Services. Reports to the Director of the Learning Development and Evaluation Center. The primary emphasis is the establishment, coordination, and provision of educational programs to support the academic progress and retention of students with learning, physical, and psychiatric disabilities at FAMU. Additionally important is the Coordinator’s collaboration with the Director and Assistant Director to implement a progressive model of recruitment, enrollment, and retention of students with disabilities.

- Implements systematic approaches to determine the effectiveness of accommodations and services provided to students. Administer program and service evaluations for continuing development of disability services.
- Advise/counsel students in matters related to access to academic programs and university services.
- Provide individual case management services to meet academic needs of students with disabilities.
- Develop policies and procedures for areas of responsibility. Create or update policies and procedures as necessary through designated university process.
- Develop information literature and promotional materials as necessary to support prospective and current students, and faculty and staff who are serving students with disabilities.
- Promote and provide shared oversight for the College Study Skills Institute (CSSI) Program.
- Enhance access for and success of underrepresented students through advisement of individual students, student organizations, provision of programs and services for such students, advocacy and supporting university recruitment and retention efforts aimed at developing a diverse, multicultural student body.
- Provide updated information and on-going training about disabilities, Section 504, ADA, accommodations, and other related topics to faculty, advisors, and staff.
- Promote awareness and understanding of disability education across the university through training, presentations, and programs.
- Support the department Director, Division, and University as necessary.
- Act as liaison between university and outside agencies serving students with disabilities.
- Interface with community institutions such high schools, and local agencies, as well as EOP office, Housing, Career Services, etc. with regard to students with disabilities.
- Remain current on theory and trends on ADA and disability related issues.
- Maintain and adhere to all confidentiality laws as provided by the ADA, FERPA, etc.
- Perform other responsibilities as assigned by the Director.

16B. **Marginal Functions of the Job** - Facilitate provisions of other support services outside of department such as access to financial aid and scholarships, participation in division or university projects.
16C. Program Direction and Development -
Responsible for meeting with and facilitating individual support services for students with learning, physical, and psychiatric disabilities to include verifying and reviewing requests to determine eligibility of reasonable accommodations and services. Implement policies and procedures to administer support services. Actively engaged in the recruitment, enrollment, and retention of students with disabilities. Performs other duties as assigned by the Director of the Learning Development and Evaluation Center.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Work frequently with Admissions, Advising, Counseling, Learning Resources, Financial Aid, Housing, Student Support Services, Career Services or campus organizations to facilitate access of services by student constituencies. Continuous liaison with disability service providers, community agencies, local schools and centers serving persons with disabilities to facilitate transitioning students and support needs of current students. Establish relationships with state and national associations addressing disabilities to maintain current knowledge of legislation, trends and services.

17. POLICY MAKING INTERPRATATION:
Develop policies and procedures for areas of responsibility and interpret as necessary to ensure compliance, appropriate management of services and resources, and problem resolution.

18. SUPERVISOR’S POSITION: Number: 17855  Class Code: 9421  Class Title: Director, Learning Development and Evaluation

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary)

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
Will have access to confidential data subject to numerous institutional, state, and federal statute rule, and policy and will exercise appropriate caution, professionalism, and ethics in accessing and reviewing such data. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:
Demonstrated ability to obtain results in a team-based environment; work independently and effectively with a diverse student body, faculty and staff. Effective presentation and communication skills. Demonstrated commitment to diversity and disability. Demonstrated ability to initiate, implement and coordinate projects/programs and services, supervise professional staff and student employees, and work in a team based environment. Fluent computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications:
Master’s degree in Counseling, Rehabilitation, Education, Special Education or related discipline from an accredited institution and three years of experience working with students with disabilities, ADA compliance, federal and state disability regulations and their application in higher education and a diverse student population and the provision of programs and services related to these students.
Preferred Qualifications: Masters degree and at least 3-5 years of experience working with students with disabilities including learning, physical and psychiatric disabilities and disability services in higher education at a comprehensive State institution. Ability to initiate and coordinate programs and services, and work in a team based environment.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW;
Please review statements below check all that apply.

_X_ This position requires a background check and/or fingerprinting. Florida Statutes.

__ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

__ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

__ This position requires licensure, certification or other special requirements described below.
Licensed or licensed-eligible as a psychologist in Florida upon hire. If licensed-eligible, must obtain license within one year of hire.

24. SIGNATURES:

Incumbent __________________________ Signature __________________________ Date __________

Immediate Supervisor __________________________ Signature __________________________ Date __________

VP of Student Affairs Reviewing Authority __________________________ Signature __________________________ Date __________