Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [ X ] Establishment
3. Position Number: 17895
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: 9178
13. City: Tallahassee
14. County: Leon
15. Class Code: 9427
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 Disability Accommodations and Resources. Reports to the Director of the Learning Development and Evaluation Center. The primary emphasis is the establishment, coordination, and provision of programs, services and accommodations to promote and ensure greater access to students with learning physical, and psychiatric disabilities to FAMU and the community. Interface with EOP Office, Counseling, Learning Resources, Student Support Services, Admissions, Financial Aid, Academic Advising, Housing, Career Services, etc. with regard to students with physical and learning disabilities. Provide appropriate referrals to campus constituents, state and community agencies and related resources. Serve as a liaison with high school and community college counselors, community and state agencies, other disability service providers, disability organizations and professional organizations.

- Develop and maintain a current listing of resources available to students with disabilities and maintain the LDEC database.
- Evaluate support services for overall effectiveness and quality.
- Provide individual case management services to meet academic and human service needs of students with disabilities.
- Coordinate activities to promote disability awareness and LDEC and develop training material for faculty and staff to ensure cooperation and understanding of support services as well as ADA requirements and provide necessary training as well.
- Provide disability related counseling services and supplemental advising to LDEC students.
- Provide transportation via coordinating and determining rider eligibility for the FAMU LDEC shuttle.
- Participate in institutional compliance with federal and state regulations as it relates to students with disabilities.
- Maintain and adhere to all confidentiality laws as provided by the ADA, FERPA, etc.
- Keeps current on theory and trends on ADA and disability related issues.
- Perform other responsibilities as assigned by the Director.

Oversee the Adaptive Learning Lab.
- Manage daily use and overall operations.
- Identify and hire student assistants
- Identify, purchase, update and maintain equipment and software inventory and loan usage.
- Monitor lab usage, promote services, and endure security of inventory.
- Oversee and maintain LDEC website content.

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 individualized support services for students with learning, physical, and psychiatric disabilities to include verifying and reviewing all requests to determine eligibility of reasonable and appropriate accommodations and services. Develop policies and procedures to effectively administer support services. 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 relations 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: 9427  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

OPS Staff – Mobility Van Drivers and Adaptive Learning Lab Technicians.

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.)
Must ensure compliance with the Federal Educational Rights Privacy Act (FERPA) regarding handling confidential student records and other confidential information.

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; or a Master’s Degree in an appropriate area of specialization from an accredited institution.

Preferred Qualifications: Masters degree and at least 3-5 years of experience working with students with disabilities including learning disabilities and disability services in higher education at a comprehensive State institution. Ability to initiate and coordinate programs and services, supervise employees, and work in a team based environment.
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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incumbent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewing Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>