Vacancy Announcement

Disability Support Services Coordinator

Cascadia Community College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of Disability Support Services Coordinator. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent benefits packages.

The successful applicant will have the following qualifications:

Minimum Qualifications

- Bachelor’s degree in Education, Psychology, or a human services-related field.
- Demonstrated experience in knowledge and application of the laws regarding Reasonable Accommodation, including the Americans with Disabilities Act and how it pertains to higher education.
- Two years of work experience in a higher education setting; or equivalent combination of education and experience.

Preferred Qualifications

- Master’s degree in Student Development Administration, Education, Counseling, or Human Services.
- One year experience evaluating and interpreting disability documentation.
- Computer literacy with competency in Microsoft Word, Excel, Access, Outlook, and Internet Explorer.
- Familiarity with the Washington State Community and Technical Colleges’ Student Management System.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

The anticipated start date for this position is July 1, 2013. This position may require occasional weekend and evening responsibilities.

Application Procedure: Applicants must submit the following for a complete application:

- Cascadia Community College application form (please click the link)
- Cover letter (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- One page statement describing your professional philosophy regarding disability support services in a community college setting.
- Resume
- Federal and State Reporting Form (optional)

For priority consideration, complete application packets must be received by the priority date of Monday, May 20th, 2013 at 9am.

Application submissions should be sent to applicant@cascadia.edu; please type in the subject line of the email DSS Coord. Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College.

For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s website (www.cascadia.edu/employment).

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
### Disability Support Services Coordinator

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<thead>
<tr>
<th>Full or Part-Time:</th>
<th>Full-Time</th>
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<tbody>
<tr>
<td>FLSA Status:</td>
<td>Overtime Exempt</td>
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<tr>
<td>Duration:</td>
<td>Permanent</td>
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<tr>
<td>Supervising Position:</td>
<td>Director of Student Advising and Support Services</td>
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<td>Union Representation:</td>
<td>N/A</td>
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<tr>
<td>Salary:</td>
<td>$49,000 Annually</td>
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#### Position Summary:

With leadership from the Director of Student Advising and Support Services and together with the Student Success Services Team, the Disability Support Services Coordinator will help deliver comprehensive, seamless access services to eligible students. This position is responsible for coordinating the activities of the Disability Support Services area and for ensuring the provision of appropriate academic accommodations to students with disabilities as well as serving as a resource to faculty on disability accommodations and services.

This position supervises a part-time Program Assistant and liaises with the VetCorps Veteran Navigator and College’s Mental Health Counselor.

#### Essential Duties and Responsibilities:
The following have been identified as essential functions of the position.

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<tr>
<th>Duties &amp; Responsibilities</th>
<th>Frequency</th>
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<tr>
<td>Oversee and coordinate the overall operation of the Disability Support Services Office:</td>
<td>Monthly 50%</td>
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<td>a. Evaluate and interpret student disability documentation to determine eligibility and appropriate accommodations. Develop, implement and oversee formal written accommodation plans for each qualified DSS student.</td>
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<td>b. Provide new students, potential students, outside agencies and the community with information regarding DSS, its services, policies and procedures.</td>
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<td>c. Educate and collaborate with administration, faculty, staff, student, and outside agencies to resolve issues surrounding individual accommodation plans and ADA compliance. Liaise with the College’s Mental Health Counselor.</td>
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<td>d. Troubleshoot and resolve daily accommodation and educational issues related to DSS services and students with disabilities.</td>
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<td>e. Address the increased nature, scope and complexity of accommodation issues that include mental health, behavioral, and liability risks.</td>
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<td>f. Assess the technology accommodation needs of students (software and hardware) and develops adaptive solutions and trains students to use assistive technology.</td>
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<tr>
<td>g. Identify service providers, equipment and instruction/support service methods for students requiring special accommodations.</td>
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Facilitate the delivery of the appropriate accommodations to meet student needs in a cost effective and timely manner. | Monthly 10% |
Develop, maintain, and analyze student and college records including confidential files, purchase orders, contracts and budget tracking. Maintain program statistics and proper records to be submitted upon request for state and institutional reports. Monthly 10%

Ensure faculty compliance regarding students’ academic accommodations and needs in the classroom. Monthly 10%

Collaborate with the VetCorps volunteer and activities in the Veteran's Resource Center. Monthly 5%

Develop and implement workshops, literature and activities for students, faculty and staff on access issues. As well as develop student disability-related publications: i.e. brochures, articles, web resources, handbooks, etc. in both standard English and alternative formats. Monthly 10%

Performs other duties of a similar nature or level. Monthly 5%

Position Description:

Disability Support Services Coordination
- Provide appropriate accommodations to qualified students with disabilities consistent with disability documentation, the ADA Sec. 504 of the Rehab Act, and Cascadia policies and procedures
- Coordinate the use of assistive/adaptive equipment, testing accommodations, service provider contracts, and specific academic accommodations to qualified students including note takers, interpreters, etc.
- Monitor the need for disability-related materials and equipment and submit requests to the department
- Track the academic progress of students with disabilities
- Assist faculty in making necessary classroom accommodations and curricular adaptations for students
- Track disability support services budget
- Interpret disability documentation including aptitude and achievement test scores such as Wechsler Adult Intelligence Scale-Revised (WAIS-R) and Woodcock-Johnson Psycho Educational Battery-Revised (WJ-R)
- Coordinate policies, procedures and services that affect students with disabilities
- Submit funding requests as needed

Faculty and Staff Training & Support
- Train faculty, staff and the college community on issues and policies related to disability issues in higher education and methods for appropriate referral

General
- Supervise part-time Program Assistant and Accommodation Assistants (interpreters, note takers, etc.)
- Collaborate with VetCorps Veteran Navigator and the Veterans Center
- Liaise with the College’s Mental Health Counselor
- Attend/participate in professional development and professional organizations for the purposes of remaining current in the field
- Attend and participate in statewide Advisory Groups
- Perform other related duties as assigned by supervisor

Education and Experience:

Minimum Qualifications
- Bachelor’s degree in Education, Psychology, or a human services-related field.
- Demonstrated experience in knowledge and application of the laws regarding Reasonable Accommodation, including the
Americans with Disabilities Act and how it pertains to higher education.

- Two years of work experience in a higher education setting; or equivalent combination of education and experience.

**Preferred Qualifications**
- Master’s degree in Student Development Administration, Education, Counseling, or Human Services.
- One year experience evaluating and interpreting disability documentation.
- Computer literacy with competency in Microsoft Word, Excel, Access, Outlook, and Internet Explorer.
- Familiarity with the Washington State Community and Technical Colleges’ Student Management System.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

**Required Knowledge, Skills and Abilities:**

**Knowledge, Skills, and Abilities:**

**Knowledge:**
- Customer service principles;
- Disability support/accessibility practices and principles;
- Recordkeeping principles;
- Assistive technology equipment, electronic information, alternate media formats, and software;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations;
- Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act (ADAAA) of 2009; the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws pertaining to higher education and disability.

**Skills:**
- Managing and executing multiple tasks;
- Maintaining various confidential records;
- Maintaining appropriate professional boundaries with students;
- Analyzing and developing policies and procedures;
- Preparing and presenting training materials;
- Providing customer service;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Abilities:**
- Learn and use the Washington State computer student management system in order to successfully provide student admissions and registration services;
- Acquire and use detailed knowledge of state and campus policies and procedures governing admissions, advising, registration, and disability support services
- Work with multi-ethnic and culturally diverse populations with a strong commitment to pluralism;
- Support a diverse workplace and educational environment;
- Work independently and manage multiple tasks.
**Physical Work Environment:**

Sedentary Work: Position in this class typically require: keyboarding, talking, hearing, seeing, and repetitive motions. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Work is performed at the Cascadia Community College campus and in a variety of local settings.

Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.

**Condition of Employment:**

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

**Note:**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.