

## **MONTEREY PENINSULA COLLEGE**

### **ACCOMMODATION SPECIALIST**

#### **JOB SUMMARY**

Under general supervision, coordinate, schedule and implement services in the Access Resource Center (ARC). Coordinate accommodations offered within the department, student orientation to accommodation procedures, the identification and recruitment of auxiliary aides needed to provide accommodations; assist with research, data collection and analysis on accommodations and service delivery.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

1. Coordinate testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, and proctoring tests. Resolve logistical issues for a variety of accommodation scheduling needs.
2. Coordinate and make recommendations regarding the planning, implementation of day-to-day operations, and evaluation of the ARC.
3. Input and generate data to perform analysis for the purposes of tracking and assessing services for periodic reports and program review. Conduct an analysis of research and longitudinal data involving student enrollment, service and accommodation utilization, as well as retention, persistence, and success rates.
4. Collaborate with ARC counselors to ensure the testing situation meets the recommended accommodations.
5. Monitor student behavior in the Testing Center and resolve or report test irregularities.
6. Research and maintain knowledge of current trends and new assistive technology. Inventory, issue, and collect equipment on loan to students for accommodation. Orient students using new equipment and provide on-going support. Coordinate the provision of adaptive equipment and furniture.
7. Coordinate and monitor the Virtual Remote Interpreting (VRI) system, schedule interpreters and real-time captionists to meet the needs of students who are deaf and hard-of-hearing while ensuring the smooth operation of VRI in the classroom.
8. Update and maintain a pool of available readers, scribes, and note takers. Assist with the recruitment of readers, scribes, tutors, note takers, and interpreters, including the development of recruitment materials such as flyers and information letters.
9. Consult with faculty and staff to coordinate testing and accommodations at off-campus sites.
10. Assist administrators, faculty, staff, students, office visitors, and telephone callers; respond to questions and provide information as required. Provide information regarding the policies, procedures, and services. Assist in resolving problems and expedite resolutions requiring utilization of on and off-campus resources and contacts.
11. Perform various clerical tasks in support of ARC including typing, filing, maintaining records, mailing lists, prepare purchase orders, monitor budgets, and other activities as needed. Develop and prepare a variety of documents, forms, and procedures, including but not limited to, brochures, pamphlets, flyers, newsletters, agendas, event programs, manuals, yearbooks, and posters.

## **Other Functions**

Serve on committees, as needed.

Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training or experience that would indicate possession of the knowledge and abilities herein. For example, either two years of related college course work and one year of recent experience working with students with disabilities in an educational environment or three years of experience working with students with disabilities in an educational environment.

### **Knowledge**

Knowledge of: a variety of alternative instructional processes, adaptive devices, methods used and sources available for the accommodation process for students with disabilities; methods of collecting and organizing and analyzing a variety of data and information educational programs and organizations; records management techniques; familiarity with and understanding of the Americans with Disabilities Act and other applicable federal, state, and local laws, regulations, policies, and procedures concerning access to programs, services, and facilities by persons with disabilities; college, community resources, and social service organizations available to students, the sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus; the current office management practices including filing systems, letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; and public relations and customer service skills.

### **Abilities**

Ability to: successfully work with students with a variety of disabilities; coordinate, plan and organize work, gather, analyze and interpret data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates; prioritize tasks and meet timelines; conduct orientation activities; understand and independently carry out oral and written instructions; compile and maintain accurate and complete records; gather, compile and assemble source data; efficiently prepare accurate reports and correspondence; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform mathematical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

### **Licenses and Certificates**

Possession of and ability to maintain a valid California driver's license (Class C) and safe driving record during the course of employment.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; bend at the waist and reach overhead; push, pull, and periodic handling of lightweight parcels up to 15 pounds. Indoor work environment with constant interruptions. Some evening assignments may be required.

Salary Schedule Range: Range 19

Board Approval Date: 08/22/2018