State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, Disability Resource Center
Reports to: Associate Vice President, Student Development
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
This position is responsible for coordinating the College’s efforts to ensure disabled individuals have full access to all of its programs, services and activities. Develops and implements a complete program for directing disabled students into meaningful occupations based on the student’s unique interests, needs and abilities. Develops and implements College wide mechanisms for providing accommodations, modifications and services to disabled individuals.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Promotes awareness of programs and services available to disabled individuals and advocates on their behalf.

2. Maintains enrollment of disabled individuals.

3. Assists faculty and staff in serving disabled individuals through the provision of information/training and technical services and by providing appropriate accommodations through the provision of adaptive devices and auxiliary aids and/or other direct services.

4. Makes recommendations regarding the College’s policies, procedures and facilities with respect to disabled individual’s needs and Federal/State regulations.

5. Assists students in making realistic, accurate and positive appraisals and provides guidance and counseling (personal, vocational, academic services).

6. Provides individualized and specialized support services to disabled students that allow them to be successfully mainstreamed into existing College programs.
7. Informs consumers and College community of legal requirements.

8. Coordinates and streamlines existing campus resources and coordinates community resources to best meet the needs of disabled students.

9. Assists disabled students in their transition to upper division institutions or to the world of work.

10. Develops ongoing mutually beneficial relationships with area employers, assists in providing employers with competent and capable disabled applicants and provides informational support and follow-up services to employers who employ disabled students.

11. Evaluates and maintains documentation regarding disabled individuals.

12. Supervises, evaluates, and coaches Department staff

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  The employee must have working knowledge of word processing, spreadsheet, email, Internet, database, and adaptive software (i.e. JAWS, ZoomText, Open Book, Scientific Notebook, Business Vision, Optical Character Recognition-OCR software).
• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position supervises Departmental staff.

This position develops and administers Departmental budget.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with faculty, staff, and students.

- **External Contacts:**
  This position has routine contact with community agencies and organizations and the public, frequent contact with area high schools, vendors and disability service providers, and occasional contact with employers.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit and talk or hear; the employee is routinely required to use hands and fingers; and the employee is occasionally required to stand, walk, climb or balance, stoop kneel crouch or crawl, taste or smell, and lift and/or move up to 25 pounds.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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