

POSITION TITLE: Disabilities Services Specialist (75% Position)
DIVISION: Student Services
REPORTS TO: Chief Student Services Officer
CLASSIFICATION: Exempt
POSTING DATE: June 13, 2018

SUMMARY:

Disabilities Services Specialist provides comprehensive organizational information and services to students and prospective students requiring a depth of knowledge in a single area or across a number of disciplines that may include admissions, academic advising, career services, residential services, and activities. Responsibilities may include traveling to schools to provide College information to prospective students; providing accommodation, career, personal, and related guidance and/or information to students; preparing presentations for students; approving or denying requests for accommodation; works one-on-one with students and faculty with accommodation requests; and managing a program budget.

ESSENTIAL DUTIES: (include the following. Other duties may be assigned.)

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| 1. | Provides information and services (including referral services) to enrolled and prospective students on student issues, to guide students and ensure student success; duties include, but are not limited to, providing information and services related to areas such as, education, career development, physical and mental health, coursework, and reasonable accommodation and disability services |
| 2. | Assists college management and other stakeholders on interpreting field-related information, market trends, and future policy requirements, and monitors college programs and decisions for compliance with disability-related laws and regulations; areas of focus could include, but are not limited to, program curriculum and admissions requirements changes and strategies and best practices |
| 3. | Assists students in understanding their disabilities and their rights and responsibilities relating to reasonable accommodations; working one-on-one with students to provide disability support |
| 4. | Help with accommodation testing and classroom testing, duties may include: reading the tests to students and/or getting material specialized for the accommodation. |
| 5. | Performs other related duties of a comparable level/type as assigned |

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

ROLE SPECIFIC DUTIES:

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| 1. | <p>Outreach</p> <ul style="list-style-type: none"> Provides information, referral, and support to prospective students Partner with area special education teachers to ensure students are aware of available support Attend final IEP meetings/exit meetings for district students intending to enroll |
| 2. | <p>Provide Disability support to eligible students</p> <ul style="list-style-type: none"> Manage case load of students with accommodations Oversee documentation (Including case notes) and storage of files for reasonable student accommodations Ensure Southwest Tech offers requested and approved accommodations Review student documentation for eligibility of services Write accommodation plan for learning Coordinating with faculty, staff and students about approved accommodation plans to facilitate equal learning opportunities Serve as a liaison to administration, academic divisions, pertaining to service needs and challenge of students with disabilities Monitor and assume responsibility for adaptive technology used by and for students. |

TRAINING AND EXPERIENCE:

Bachelor’s degree in Special Education or related field and 5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

LICENSING/CERTIFICATION REQUIREMENTS:

- Teaching Certification

KNOWLEDGE:

- Budgetary principles;
- Applicable computers and software;
- Student service principles;
- Career assessment principles;
- Program management principles;
- Laws and Regulations;
- Methods of preparing related documents;
- Methods of creating schedules;
- Recordkeeping principles;
- Principles and practices of planning events.

SKILLS:

- Operating computers and software;
- Estimating budget requirements;
- Preparing reports and documents;
- Creating schedules;
- Presentation;
- Program management;
- Customer Service;
- Maintaining records;
- Planning events;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, students, the general public, and others sufficient to exchange or convey information.

APPLICATIONS:

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

CLOSING DATE FOR APPLICATIONS: June 26, 2018

STARTING DATE: August 12, 2018

SALARY BAND: C42, Prorated Range \$35,833 – \$50,166 (75% of C42 Range \$47,777 - \$66,888)

***Pro-rated salary based on based on 195 days annually (full-time mid-August through mid-May).**

PRO-RATED BENEFITS/SERVICES: Our comprehensive benefit package includes the following and much more:

• Health Insurance	• Dental Insurance
• Life Insurance	• Long-Term Disability
• Health Savings Account	• Health Club Access
• Wisconsin Retirement System Contribution	• On-campus day care (hourly rate charged)

SELECTION PROCESS: The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate’s employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.