

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Coordinator of Services for Students with Disabilities			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0715	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Develops, implements and coordinates the program of services for all students with disabilities at assigned campus(es). Manages each assigned campus unit of services for students with disabilities to include supervising of unit support staff and managing approved budgets. Ensures compliance with state and federal laws which protect the rights of persons with disabilities.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Determines eligibility for Disabled Student Services based on interviews with disabled students, review of medical documentation and state and federal regulations.	25%
2.*	Recruits, interviews, hires, trains, supervises, and evaluates subordinates within the Disabled Student Services unit.	20%
3.*	Participates on college-wide committees, which have direct influence on the enrollment, retention and success of students with disabilities and the effectiveness of the program.	5%
4.	Represents the Disabled Student Services program in the community and works closely with individuals and organizations whose services are essential to the program's effectiveness.	5%
5.*	Prepares budgeting requests and recommends expenditures within an approved budget (i.e. purchase of specialized equipment and materials for disabled persons, etc.).	5%
6.*	Maintains records of the disabled student population for the College.	5%
7.*	Prepares reports to include reports required by the US Department of Education and the Florida Department of Education.	5%
8.*	Advises and counsels students with disabilities, referring students to appropriate community agencies for services as appropriate.	10%
9.*	Educates campus personnel and the community on the rights of individuals with disabilities.	10%
10.	Assists the Associate Vice President of Student Services in writing yearly grant applications for the Disabled Student Services unit.	5%
11.	Actively supports equal access/equal opportunity and affirmative action.	5%
12.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Svcs Stu/Disab Coord	Class Code: E0715	Position Level: G
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. Provides incidental services indirectly related to the use or misuse of the expense or revenues. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. External contacts may be required to carry out programs and to explain non-specialized matters.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	