

## **Coordinator of Disability Services**

**Johnson State College  
Johnson, VT 05656**

### **Requirements:**

Candidates must have a master's degree in special education, a broad base of knowledge of disabilities, expertise interpreting disability documentation, and at least 3 years of experience working with students with disabilities in an educational setting. Experience in a post-secondary educational environment is preferred

### **Job Description:**

Provide specialized support to eligible students with disabilities or difficulties, including assessment, review of documentation, development of support plans, academic counseling, and instruction in disability-related success strategies.

### **Characteristic Duties & Responsibilities**

- Review and interpret diagnostic evaluations to plan services and appropriate accommodations for eligible students.
- Confer with parents, diagnosticians, guidance counselors, high school special education teachers, case managers, and mental health agencies in order to obtain documentation of learning difficulties or disabilities.
- Provide screening and referral for students with learning difficulties or disabilities to receive counseling, evaluations, or other services as needed.
- Provide academic pre-advising to students at risk or students with disabilities.
- Supervise and train paraprofessional tutors.
- Provide resource information and technical advice for faculty who work with students with disabilities in order to assist with assessment, curriculum development, and the adoption of Universal Design principles.
- Confer regularly with supervisor, other students services staff, college offices/personnel, and community services providers to plan, coordinate, and evaluate services/activities, exchange information, investigate and resolve problems, and refer students for assistance with special needs.
- Perform various administrative tasks associated with assigned function such as preparing activity and progress reports, evaluating programs, and advertising program services.
- Document contacts with students and maintain case notes.
- Keep abreast of current developments in the field.
- Establish and maintain clear guidelines for students qualifying for emotional support animals and service animals within legal boundaries and current case law.

- Demonstrate a variety of assistive technologies to students who qualify and would benefit from these resources; provide foundation-level instruction about use of these technologies.
- Perform other related duties as assigned.

**Additional Information:**

Acknowledging the universality of our shared humanity, we value, appreciate, honor and actively celebrate the backgrounds and beliefs that make us different, and seek to broaden our own worldview by learning from each other's stories.

We strongly encourage applications from members of ethnic minority groups and other under-represented backgrounds. JSC is an Equal Opportunity Employer. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Please note, this job requires a fingerprint supported criminal background check and this job is grant funded.

**Application Instructions:**

Initial screening of applications will begin on February 8, 2017 and will continue until the position is filled.

Apply on-line at [www.jsc.edu/jobs](http://www.jsc.edu/jobs). click **Apply Now** and follow the on screen instructions. You will need to upload your **resume or CV, cover letter, and other supporting materials**, for best results all documents should be in PDF format.