

Carleton College Exempt Position Description

Job Title: Accessibility Specialist (Grade 11)
Reports to (Title): Director of Disability Services
Department: Disability Services
Division: Student Life
Revision Date:

Position Overview:

The Accessibility Specialist will promote access to the Carleton curricular, co-curricular, residential, and campus employment opportunities for students with disabilities.

Essential Job Functions/Responsibilities:

- **Accessibility Services:** Maintain a caseload of students with disabilities, conduct the interactive process, review assessment reports and documentation from providers, determine and communicate accommodations, provide coaching and support to students with disabilities. Maintain accurate records in a confidential manner.
- **Collaboration with Faculty and Staff:** Consult with faculty to support implementation of accommodations for students. Design and conduct faculty and staff development programs related to accessibility.
- **Office Responsibilities:** Ensure accurate implementation of accommodated testing, arrange for audio books/accessible documents and assistive technology, oversee equipment loans and returns, plan or assist in disability services programming, and complete other assigned tasks that contribute to overall functioning of the office.
- **Division/College/Professional Contributions:** work on division projects and/or serve on Carleton College committees as assigned; maintain membership in MN AHEAD and AHEAD.

Additional Job Responsibilities: NA

Qualifications

Required:

- Bachelor's degree.
- One or more years of disability-related experience.
- Demonstrated knowledge, training, or experience in State and Federal laws related to disability.

- Education, training, and/or experience demonstrating competence in each of the following areas: strong listening skills and communication skills in writing, public presentations, and interpersonal interactions; skilled with desktop computer applications and database management; excellent organizational skills, attention to detail, and maintenance of accurate records.
- Must enjoy working with and facilitating the special needs of students.
- Must have schedule flexibility to meet the needs of the student services provided by the office - example during exam periods.

Preferred:

- Master's degree in Disability Studies, Rehabilitation Counseling, Social Work, Special Education, Vocational Rehabilitation, Counseling, Psychology, Higher Education Student Affairs, or related field.
- Two years of disability work experience in higher education

Working Environment: Typical office environment and travel between campus buildings.

Describe Supervision Received and Exercised: The Accessibility Specialist receives supervision from the Director of Disability Services.

Work Schedule: .92 FTE (11-month), with the distribution of work hours determined by the supervisor annually. The position is eligible for the College's full benefits package. Typically, the schedule is full-time from the beginning of August through the end of November; full-time from the beginning of January through the middle of June. Usually, this position is not scheduled during the months of July and December. Normal business hours are required, with occasional weekend and evening hours, including a willingness to address time-sensitive campus needs outside of normal office hours. Office hours are Monday-Friday 8 a.m. - 5p.m.

NOTE: This job description is not all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.
