



## POSITION DESCRIPTION

<b>TITLE:</b>	CSD Campus Coordinator	<b>CATEGORY:</b>	Professional
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	C

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**JOB SUMMARY:** Coordinate and evaluate the Center for Students with Disabilities (CSD) support services for assigned areas to ensure students receive necessary support services. Act as a resource to campus dean, faculty, supervisors, and service employees.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Oversee the day-to-day office operations; coordinate, supervise, and monitor support services for students with disabilities; provide staff orientation, monitor, and track staff attendance. Provide training to and supervise staff use on Adaptive Technology equipment. Solicit, screen, and hire Note-takers, Student Service Assistants, and Clerks.	45%
2. Serve as a liaison between staff, students, faculty, administration, and the community. Work to resolve sensitive and confidential student and employee-related issues or grievances. Work closely with Early College High School faculty and Special Education students to ensure required support services and accommodations are implemented.	25%
3. Assist Counselors assigned to CSD by maintaining and generating required documents and scheduling student conferences; assess student academic and support needs to ensure the Counselor recommendations are implemented; assist when student crisis arise and Counselors are not available.	15%
4. Administer ACCUPLACER test, or instructor issued exams when needed. Provide presentations to community and schools and conduct CSD tours. Assist CSD students during the registration process. Serve as a note taker, scribe, or tutor when needed.	5%
5. Submit monthly reports of services and maintain time and effort reports as required.	5%
6. Perform other duties as assigned.	5%

**SUPERVISORY RESPONSIBILITIES:** Direct supervision as a first-line supervisor to staff assigned.

## **ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree or equivalent.

**EXPERIENCE:** Three (3) years of related experience.

## **SPECIAL SKILLS AND ABILITIES:**

### **1. Skills/Abilities:**

- Ability to successfully plan, schedule and coordinate multiple activities;
- Prioritizes and plans work activities; uses time efficiently;
- Sets goals and objectives; organizes or schedules other people and their tasks;
- Strong verbal and written communication skills;
- Ability to effectively deliver public presentations, training, and instructions;
- Good judgment skills sufficient to handle and resolve tasks with little supervision;
- Ability to interact effectively with employees at all levels, students, and visitors;
- Ability to function as a neutral agent to facilitate issue resolution; demonstrate and maintain an extremely high regard for confidential and sensitive information;
- Ability to prioritize and handle multiple tasks; and to work under limited time constraints.

**2. Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment. Familiar with Adaptive equipment (i.e., Braille Blazer, PACmate, Assistive Listening Device, Scanning and Reading Appliance, Manual Braille, Tactile Image Enhancer, Thermo Pen, Quick Pad, Flipper Panel, OPAL).

**3. Software Used:** A variety of word-processing, spreadsheets, databases, e-mail, and presentation software (i.e., Braille Printing Software, Dragon Naturally Speaking, Duxbury, Zoom text Extra, Jaws, Kurzweil, Magic).

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, and use hands to feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

This job description intends to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. The employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*