BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator

DEPARTMENT: Office of Specialized Services

FUNCTION: Oversee the coordination and provision of reasonable accommodations for students with disabilities.

REPORTS TO: Director of OSS

SUPERVISES: Office of Specialized Services

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Conduct intake appointments, evaluate psycho/educational and psychological evaluation batteries, medical documentation, and other supporting documentation related to learning disabilities, ADHD, mental health disorders, traumatic brain injuries, and other disabilities to evaluate and recommend appropriate accommodations in a post-secondary setting.
2. Provide leadership and direction to staff in the review and understanding of disability documentation
3. Develop and maintain communications with faculty and staff to promote understanding and needs of students with disabilities
4. Prepare department summary data and reports as needed
5. Consult and confer as needed with other professional staff (Tutoring Center, Testing Center, Career/Transfer Center) to promote understanding of the needs of students with disabilities
6. Develop and maintain written materials for all campuses to disseminate information regarding ADA and college policies related to students with disabilities
7. Maintains current information regarding state and federal laws and regulations as well as best practices concerning the rights of individuals with disabilities
8. Assure records are maintained according to FERPA, state, federal, system and college policies.
9. Assist with writing of departmental assessment and annual report
10. Performs additional tasks or duties as assigned by the XXX or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
• Building Relationships
• Organizing
• Planning
• Knowledge of ethical and legal implications of 504/ADA legislation, ability to evaluate psycho-educational reports

**Education:** Bachelor’s Degree in Special Education, Rehabilitation, Psychology/Counseling or related field, Master’s Degree preferred.

**Experience:** A minimum of three years’ experience working with students with disabilities in a higher education setting required. Excellent written communication, organizational, and interpersonal skills. Ability to work independently with minimal supervision.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________  Date: ____________
Name/Title

Approved by: _____________________  Date: ____________
Name/Title

Reviewed by: _____________________  Date: ____________
Human Resources

Board Approval: _____________________  Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**