WESTMONT COLLEGE

Interim Coordinator of Disability Services: 20-25 hrs/wk, 8/15/11 – 12/16/11
Provost

Position Summary: The Coordinator is responsible for coordinating services to physically and/or learning disabled students, in the areas of academic and educational guidance and counseling.

Qualifications:
Requirements include: BA; prefer some previous experience/training in providing disability services and/or some previous experience counseling college students; evidence of administrative ability; and understanding of and personal support for the mission of a Christian liberal arts college.

Essential Duties:
- Coordinates and manages the process for providing support services to students with disabilities campus-wide. Includes but is not limited to: Arrange for needs assessment and facilitate appropriate services, off campus resources and institutional response; communicating to students the accommodation process and resources available. Collect and maintain documentation and other relevant information. Oversee provision of auxiliary aids and services. Provide individual counseling related to disability issues and accommodation needs.
- Advise students, faculty, and departments on appropriate and recommended reasonable academic accommodations.
- Recruits and oversees work of note-takers, readers and interpreters for students with disabilities.
- Coordinate support efforts with faculty to meet the needs of students with disabilities.
- Work effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, words and deeds.

Reports to: Provost