



**SOUTHERN
CRESCENT**

TECHNICAL COLLEGE

DISABILITY SERVICES & SPECIAL POPULATIONS COORDINATOR

FULL-TIME POSITION

GRIFFIN CAMPUS

MINIMUM QUALIFICATIONS: Bachelor's degree from a regionally accredited college or university *and* Two (2) years of work experience in a secondary or post-secondary education environment.

RESPONSIBILITIES:

The Disability Services & Special Populations Coordinator is responsible for planning, organizing, implementing, and assessing all aspects of support services for students with disabilities and special needs as well as students designated as special populations.

(NOTE: Special populations students are persons who meet one of the following criteria: 27 years of age or older, a single parent, a single pregnant woman, a displaced homemaker, a dislocated worker, a language other than English is their primary language, has a disability, or enrolled in a program in which they are of a minority gender.)

DISABILITY SERVICES DUTIES (include but are not limited to):

- Coordinates services for students with disabilities to ensure they are properly identified and receive appropriate accommodations, auxiliary aids, and support services.
- Serves as the College Title II, Section 504, Section 508, and ADA Coordinator.
- Evaluates documentation of disability verification submitted by students with disabilities to determine eligibility for accommodations and ensure compliance with institutional, state, and federal guidelines.
- Abides by TCSG and SCTC policies and procedures regarding the implementation of accommodations at all times; adhere to confidentiality and federal mandates concerning students records.
- Creates and monitors individual accommodation plans to support the academic progress of students with disabilities.
- Creates and send Notice of Accommodation plans to instructors of students with disabilities.
- Manages Perkins Disability Services funds to support the needs of students with disabilities.
- Coordinates sign language interpreter services for students.
- Provides assistive technology for students with disabilities, including providing support to students in using assistive technology (i.e. setting up and training student(s)/staff on screen reader software, loaning equipment, etc.).
- Proctor's exams as needed, including provides approved testing accommodations and monitoring examinations.
- Inputs data and manages the Student Accommodation Manager (SAM) application.
- Serves as the primary point of contact with the Center for Inclusive Design and Innovation (CIDI) regarding SAM cloud-based accommodation management software.
- Utilizes SAM to track students with disabilities, maintain accommodation records, and generate Notice of Accommodation letters.
- Assist prospective student who are inquiring about disability services and information regarding accommodations.
- Work with high school students, faculty, and counselors to answer questions about Disability Support Services and the transition from high school to college.

SPECIAL POPULATIONS DUTIES (include but are not limited to):

- Advise students from special populations in areas of career, education, and personal planning.
- Plan, organize, and coordinate student support programs for special populations students (i.e. lunch and learns, workshops, resource fairs, etc.).
- Assist with processing applications for the Special Populations Lending Library, check-out/in laptops and program supplies to students each semester and working with IT to make sure laptops remain updated and in good condition.
- Conducts Student ADA and Student Equity Investigations.
- Enters disability and special populations data in BANNER system.
- Designs, updates, and maintains data survey for collecting required data (state/federal).
- Assist students experiencing hardships and other barriers to success by connecting them with appropriate campus and community resources.
- Assist with the planning, coordination, and execution of departmental programs, events, and activities.
- Performs other work-related duties as assigned by supervisor.

COMPETENCIES:

- Knowledge of the mission of postsecondary technical education.
- Knowledge of various disabilities and the resulting functional limitations.
- Knowledge of related state and federal regulations.
- Knowledge of community resources for disabled students.
- Ability to work a flexible schedule, with evening and weekend work on occasion.
- Ability to coordinate workshops and community involved events.
- Knowledge of budget development and management principles.
- Skill in working cooperatively with community leaders, students, faculty and staff.
- Skill in the operation of computers and job-related software programs.
- Skill in effective decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SALARY/BENEFITS: Salary is commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

SPECIAL NOTES: Only those who are scheduled for an interview will be notified of the status of the position. Candidate must successfully complete a criminal background investigation and motor vehicle screening.

Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status (except in those special circumstances permitted or mandated by law). The following persons(s) have been designated to handle inquiries regarding the non-discrimination policies: Eben Risper, Title IX/Equity Coordinator (Griffin Campus, Fayette County, and the Henry County Center) Griffin Campus, 501 Varsity Road, Griffin, GA 30223, Teresa Brooks, ADA/Section 504 Coordinator (Griffin Campus, Fayette County, and the Henry County Center), 501 Varsity Road, Griffin, GA 30223, Mary Jackson, Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus, Butts County and Jasper County Center), 1533 Highway 19 South, Thomaston, GA 30286, For Title IX/Equity and ADA/Section 504, (Employee complaints), 501 Varsity Road, Griffin, GA 30223.

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