



Disability Services Specialist

Purpose of Classification:

Determines eligibility for disability services and coordinates access to accommodations and services for students with disabilities. Reviews medical, psychological and technical evaluations of students abilities, disabilities, and requests for reasonable accommodations. Develops plans to support access to courses, programs, facilities, services, and activities on campus. Advocates to increase the understanding and support of the campus community.

Distinguishing Characteristics:

This is a specialized classification and not part of a series.

Examples of Duties:

- Reviews disability documentation of functional limitations to determine eligibility for services and to substantiate requests for reasonable accommodations.
- Assesses the interaction of the student's disability with the academic environment and develops a plan for the provision of reasonable accommodations to facilitate equitable opportunities.
- Coordinates communication between faculty, staff, and prospective and enrolled students with disabilities, and provides on-going consultation and technical assistance to faculty and staff to facilitate equal learning opportunities.
- Provides information, referral, and support to prospective and enrolled students with disabilities.



- Assists students in understanding their disabilities and their rights and responsibilities relating to reasonable accommodations.
- Provides support and problem solving assistance to individuals and groups.
- Maintains strict confidentiality in verbal and written communications.
- Maintains knowledge of current legislation and national, state, and local issues affecting access for students with disabilities.
- Documents, maintains and reviews current and accurate case records, notes and related information in electronic and manual files.
- Delivers formal training to and provides technical consultations to faculty, staff, students, and the local community to promote awareness, sensitivity, and knowledge regarding access for disabled individuals.
- Participates in professional development activities.
- Networks with and participates in activities of community-based organizations serving disabled populations.
- May participate in University committees, task forces, and networks.
- May plan, conduct, and report on disability and higher education research.
- May participate in teaching courses and guest lecturing.



Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of medical, psychological, and technical evaluations of disabilities.
- Knowledge of federal, state and local laws regarding access for people with disabilities.
- Knowledge of the University policies and programs related to disability services.
- Knowledge of community resources for people with disabilities.
- Skill in developing and delivering specialized professional consultations and training on disability issues.
- Skill in working with people with a variety of disabilities.
- Skill in analyzing requests for reasonable accommodations and developing and implementing plans for the provision of reasonable accommodations.
- Skill in effectively communicating complex technical matters related to disabilities both verbally and in writing.



Minimum Qualifications:

Bachelor's degree in Rehabilitation Counseling, Social Work, Counseling, Psychology, Education, Special Education or related field, and four (4) years experience working with students with designated disabilities and program coordination; OR, Master's degree in Rehabilitation Counseling, Social Work Counseling, Psychology, Education, Special Education or related field, and two (2) years experience working with students with designated disabilities and program coordination; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.