Coordinator of Accessibility, Counseling and Alternative Testing Services

SUMMARY OF MAJOR RESPONSIBILITIES: The Coordinator of Accessibility, Counseling and Alternative Testing Services is responsible for determining the on campus needs of students with learning, physical and emotional disabilities. Reporting to the Dean of Student Affairs, the Coordinator will be primarily responsible for ensuring compliance with the Americans with Disabilities Acts as Amended (ADAA) and the New York State Human Rights Law for students with disabilities. This position will oversee alternative testing accommodations for students who qualify for these services. The coordinator will exercise judgement necessary to deal with confidential and sensitive information, and to respond to complex student emergencies, providing appropriate intervention and referral.

MINIMUM QUALIFICATIONS:
- Master’s degree in rehabilitation counseling, disability services, special education, counseling, clinical psychology, educational psychology, or closely related fields is required.
- One to three years of related work experience providing service to individuals with disabilities is preferred.
- Knowledge of ADA/Section 504 requirements and regulations is preferred.
- Experience with assistive technology and working in higher education is preferred.

PRIMARY FUNCTIONS:

1. Be directly responsible for determining the on-campus needs of the diverse student body with learning, physical and emotional disabilities. Consult with faculty regarding individual student accommodation.
2. Provide oversight of counseling services through third party provider as well as personal counseling to designated student populations as needed. Develop and maintain lines of communication with agencies working with individuals with disabilities.
3. Assist in the facilitation of the College’s compliance with accessibility under the Americans with Disabilities Act as Amended (ADAA), including Section 504 of the Rules Act. Work closely with the college as needed to identify and clarify legal mandates to ensure equal access to students and other members of the college community.
4. Broad knowledge and understanding of assistive technology and be able to recommend new technologies that support different learning needs.
5. Be responsible for providing information on the services and programs available at the college to current and/or potential students with learning, physical and psychiatric disabilities including facilitating their transition to the campus.
6. Assist in the transition for students with documented disabilities both to the college and from Fulton Montgomery Community College to another school or to employment.

7. Serve as a member of the Behavioral Intervention Team (BIT), EIT Team, and other campus committees. Develop and provide disability awareness programming for the campus community.

8. Serve as the designee for the National Voter Registration site for students with disabilities, oversee data collection and reporting for voter registration and SUNY Administration, and ensure the College meets compliance in reporting and disseminating information.

9. Provide data to the New York State Education Department regarding SUNY demographic information as required by SUNY, specific to disability services.

10. Coordinate and oversee alternative testing functions for students who qualify for testing accommodations.

11. Exercise judgement necessary to deal with confidential and sensitive information, and to respond to complex student emergencies, providing appropriate intervention and referral.

12. Perform college assessment activities as is relevant to area of responsibility and perform other incidental duties related to those that are listed above.

Please provide a cover letter describing your experiences that pertain to this position and resume to coordaca@fmcc.edu. This position will remain open until a successful candidate has been identified.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.