



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 5/29/2024
Revised on: 3/5/2025

Job Title	Salary Schedule	Grade	Job No.
ADA Coordinator I	E1	02	SS8778
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Student Services	Non Exempt	No	Yes

JOB SUMMARY: Coordinates and oversees all aspects of compliance with the Americans with Disabilities Act (ADA)/504. The coordinator serves as the expert on all federal, state, and local regulations related to ADA; interviews students with disabilities, analyses documentation, determines appropriate accommodations and arranges appropriate equipment and services.

QUALIFICATIONS:

- ◆ Bachelor's Degree from an approved U.S. Department of Education accredited institution, **required**, preferably in higher education
- ◆ Two (2) years of full-time administrative-related work experience in counseling, education, student services, or similar experience **required**, preferably in higher education
- ◆ Experience working with students with disabilities and administrating provisions of ADA, **preferred**
- ◆ Experience with alternative media and adaptive/assistive technology and software **preferred**.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Must be able to maintain high levels of confidentiality
- ◆ Excellent verbal and written communication skills including proven dispute resolution skills
- ◆ Ability to understand rules and regulations applicable to the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level II Exam*)
- ◆ Ability to develop, implement, and promote programs that benefit the College community, specifically, programs that promote the awareness of ADA
- ◆ Knowledge of student services including registration, counseling, testing, ADA/504, and student success
- ◆ Proven leadership skills

DUTIES:

- ◆ Ensure compliance with relevant federal/state laws governing ADA
- ◆ Interpret federal/state laws and regulations to develop and implement policies, procedures, brochures, and publications related to the Student Disabilities Services
- ◆ Develop, implement, and oversee accommodation plans for qualified employees and students
- ◆ Coordinate reasonable and appropriate ADA / 504 accommodations for students and employees, based on medical documentation and student eligibility interviews

- ◆ Communicate accommodations with faculty effectively
- ◆ Help students obtain equipment or resources to aid them in the educational experience
- ◆ Investigate any ADA facilities and instructional compliance-related complaints and grievances
- ◆ Represent the College at meetings involving disability issues
- ◆ Travel between all campuses to provide ADA services as needed
- ◆ Coordinate the activities of Sign-Language Interpreters for deaf students
- ◆ Develop, coordinate, and implement ADA training for employees
- ◆ Maintain secure and confidential ADA records
- ◆ Serve as liaison to disability service agencies/providers
- ◆ Maintain systematic and frequent contact with appropriate personnel regarding registration, advisement, academic status, and other necessary college information for students with disabilities receiving accommodations
- ◆ Proctor exams for eligible students as needed
- ◆ Monitor current research and trends in areas related to serving students with disabilities and implement best practices as appropriate
- ◆ Establish and maintain effective working relationships with the College community
- ◆ Enter and maintain admissions and records data in software systems
- ◆ Communicate with enrollment services, financial aid, instructors, division chairs, IT, and Deans regarding student admissions, registration, attendance, reinstatement, and academic records
- ◆ Perform major changes, register students, and withdraw students
- ◆ Evaluate high school transcripts and process admissions applications
- ◆ Process grade changes, roster changes, academic standing updates, and manages Academic Bankruptcy and Course Forgiveness requests
- ◆ Comply with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

- **Mobility:** The role primarily involves sedentary work, including sitting for extended periods. However, it also requires occasional standing, walking, bending, and reaching, especially when conducting on-site evaluations or meetings across campus facilities.
- **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers, is essential. The position requires proficient typing and data entry skills.
- **Lifting:** The ability to lift and carry materials weighing up to 20 pounds may be necessary on occasion.
- **Communication:** Clear and effective verbal and written communication skills are crucial for interacting with students, faculty, staff, and external agencies.

Work Environment:

- **Setting:** The position is based in a typical office environment within an educational institution. However, the coordinator will frequently travel between campuses to provide ADA services and conduct compliance audits.
- **Travel:** Regular travel between all campuses is required to ensure ADA compliance and to meet with stakeholders.

- **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate meetings, training sessions, or program needs, which may occur outside regular hours.
- **Interaction:** The role involves regular collaboration with various departments, faculty, staff, and external partners. The coordinator must establish and maintain effective working relationships within the College community and with external disability service agencies/providers.

Reviewed by:

Employee Signature

Date