

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Disability Specialist II  
Code: 11253  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Student Disability Services/VP Student Affairs  
Reports To: Associate Director

---

## *Summary*

- **Function:** To provide case management, disability education and information, provision for academic accommodations, and other support services as needed for students with disabilities. Provide mentoring to Disability Specialist I staff members as appropriate.
- **Scope:** Maintain a large caseload of students with a variety of disabilities that are registered with Student Disability Services. Interact with others on campus as needed to facilitate equal access for students and provide appropriate resources for faculty and staff and leadership within the department.

## *Duties*

- Typical:
  1. Participate in departmental Documentation Review Committee meetings to assess students' documentation and eligibility for Student Disability Services.
  2. Conduct intake appointments and provide disability related academic advising. Analyze information from appointments, educational and medical records, psychological and diagnostic evaluations to assess students' abilities, needs and eligibility of disability services and communicate these needs with the Documentation Review Committee as needed.
  3. Confer with students with disabilities throughout the year to discuss their options and goals so that an educational accommodation plan can be developed.
  4. Provide support and problem solving assistance and respond quickly to student concerns during academic semester to resolve disability issues and evaluate accommodation adequacy.
  5. Maintain large caseload of students by documenting, maintaining and reviewing current and accurate paper and electronic case records, notes and related information.
  6. Interact with instructors, staff, and others as needed on campus to develop

- and implement student accommodation plans.
7. Provide information, referrals, and support to prospective and enrolled students with disabilities and their parents/families via phone, email, or other correspondence.
  8. Assist students in understanding their disability, rights, and responsibilities relating to reasonable accommodations. Provide information and referrals to university departments and external contacts as needed.
  9. Build and maintain strong working relationships with departmental faculty and staff; act as a liaison between academic departments, the colleges, and Student Disability Services.
  10. Act as liaison and mediator in disability related activities between students, faculty, and staff by providing in-service training and participating in outreach activities as requested.
  11. Work collaboratively with advising and academic groups to develop and implement services and programs that will enhance retention and graduation rates.
  12. Understand and ethically apply “best practices” in the provision of disability services in higher education.
  13. Stay abreast of current nationwide disability development trends and inform Disability Specialist I staff of trends and changes.
  14. Maintain knowledge and proficiency in the use of a student databases used in Student Disability Services.
  15. Serve in a leadership capacity for Disability Specialist I staff.
- Periodic:
    1. Serve on office, university, and community committees.
    2. Seek out and participate in professional development activities to update skills and abilities as a disability specialist. Utilize local, state, and professional workshops and seminars, including web casts and online resources.
    3. Participate in disability services programming and student affairs programming.
    4. Provide basic office coverage.
    5. Attend both on-campus and off-campus training.
    6. Perform other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Master’s degree from an accredited institution in Vocational Rehabilitation Counseling, Student Development, Social Work, Counseling, Psychology, Special Education, or related field.	N/A
At the department’s discretion: a Bachelor’s degree and six years of professional experience working with persons with designated disabilities and program	

coordination may substitute for the Master's Degree.	
--	--

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Strong organizational and analytical skills.	Experience with PowerPoint or similar system.
Strong verbal and written communication skills.	Working knowledge of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
Strong tact and diplomacy skills to respond sensitively to student customers and their family members.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of professional experience working with persons with designated disabilities and program coordination	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	Working knowledge of adaptive technology

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Standard office environment.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from Associate Director.	

***Accuracy***

Proficiency in all phases of the duties performed.
--

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.