The University of Texas at San Antonio

Job Description

Job Title: Disability Specialist
Code: 11254
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Disability Services
Reports To: Associate Director of Disability Services

Summary

• Function: To provide assessment, disability counseling, provision for academic accommodations, and other support services as needed for students with disabilities.

• Scope: To maintain a caseload of students with a variety of disabilities who are registered with Disability Services, and to interact with others on campus as needed to facilitate equal access for students and provide resources for faculty and staff.

Duties

• Typical:
  1. Participate in departmental Documentation Review Committee meetings to assess students’ documentation and eligibility for Disability Services.
  2. Conduct intake appointments and provide disability related academic counseling. Analyze information from appointments, educational and medical records, psychological and diagnostic evaluations to assess students’ abilities, needs and eligibility of disability services.
  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. Interact with instructors, staff, and others as needed on campus to develop and implement student accommodation plan.
  5. Provide support and problem solving assistance and maintain close contact with students during academic semester to resolve disability issues and evaluate accommodation adequacy.
  6. Maintain large caseload of students by documenting, maintaining and reviewing current and accurate paper and electronic case records, notes and related information. Observe and record students’ progress to ensure students’ educational accommodations are met.
  7. Provide information, referrals, and support to prospective and enrolled...
students with disabilities and their parents/families via phone, email, or other correspondence.

8. Coordinate adaptive tests given at the DT campus for students who are registered with Student Disability Services and have test accommodations.

9. Serve as the primary coordinator of all accessible furniture for registered students with disabilities attending classes at the main campus.

10. Assist students in understanding their disabilities, rights, and responsibilities relating to reasonable accommodations. Provide information and referrals to university departments and external contacts as needed.

11. 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.

12. Hire, train, evaluate and schedule student employees for the Downtown office to oversee test proctoring.

- Periodic:
  1. Participate in disability services programming and student affairs programming.
  2. Coordinate career initiatives for students with disabilities at UTSA to include working with the Workforce Recruitment Program and others as they come up at both the main and downtown campuses.
  3. Coordinate the Diversity Awareness events and activities throughout the year at both the main and downtown campuses.
  4. Provide basic office coverage.
  5. Attend both on-campus and off-campus training.
  6. Collaborate and support Disability Services’ support staff and student employees and serve as a mentor to meet the needs of the Disability Services’ Office.
  7. Other duties as assigned.

**Education**

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<th>Required</th>
<th>Preferred</th>
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<tbody>
<tr>
<td>Bachelor’s degree from an accredited institution in Vocational Rehabilitation Counseling, Social Work, Counseling, Psychology, Special Education, or related field.</td>
<td>Master’s degree from an accredited institution.</td>
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**Other Requirements**

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

**Experience**

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<td>Four years of professional experience working with persons with designated disabilities and program coordination, to include at least two years working with students. Master’s degree can substitute for up to two years of required experience.</td>
<td>Higher education experience working with students with disabilities.</td>
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**Equipment**

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<td>Personal computer and standard office equipment.</td>
<td>Working knowledge of adaptive technology.</td>
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**Working Conditions**

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<th>Special</th>
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<td>Standard office environment.</td>
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**Supervision**

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<td>General supervision from Associate Director.</td>
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**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.