

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

ACCESSIBILITY AND ACADEMIC SUPPORT COORDINATOR

POSITION OVERVIEW

The Accessibility and Academic Support Coordinator is a twelve-month position that oversees the Academy's academic support programs, promotes accessibility of instruction, and facilitates accommodations for students with disabilities. Essential responsibilities include, but are not limited to, managing the Academy's academic support and peer-tutoring programs, overseeing all aspects of the provision of accommodations to students with disabilities, and supervising the Academy's testing center operations.

DUTIES OF THE JOB

- Engages in the process of determining eligibility of students for accommodations through the review of documentation, intake interviews, and consultations with professionals.
- Provides on-going case management and support to students registered with the Accessibility and Academic Support office.
- Provides outreach to new and prospective students, parents, faculty, and staff at open houses, orientation sessions, and invited presentations, and through inquiries, the office website, and other promotional materials.
- Maintains files, statistics, data, and confidential materials in accordance with state and federal laws.
- Facilitates the delivery of accommodations for students with disabilities and responds to faculty and administrative requests for accommodation-related information and advice.
- Partners with colleagues in the Academic and Student Services divisions on advising, diversity, inclusion, retention, grant support, and wellness initiatives.
- Recruits, hires, trains, and supervises student employees to serve as peer-tutors, academic coaches, and closed captioners.
- Partners with colleagues in the Information Technology department to arrange assistive and adaptive software and hardware solutions for students with disabilities.
- Initiates the procurement and/or production of alternative text materials.
- Partners with colleagues in Dining Services to arrange dietary accommodations.
- Mentors students in academic study, planning, note taking, reading, self-advocacy, and test taking strategies.
- Substitutes at the Testing Center when needed and assists center staff during final exam periods.
- Assists staff as needed with the processing of student payroll functions.

- Collects data about the use of academic supports and the academic progress of students with disabilities and uses them to assess program outcomes.
- Engages in professional development to stay current with best practices and technology.
- Supervises the Testing Center and Tutoring Coordinator.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

ESSENTIAL SKILLS

- Ability to work independently and to prioritize
- Ability to manage multiple projects and concerns with tight deadlines
- Attention to detail
- Demonstrated experience reviewing clinical documentation including psycho-educational testing reports
- Demonstrated knowledge of relevant federal laws and regulations, and willingness to learn about relevant Maine laws and regulations
- Excellent communication skills
- Familiarity with FERPA and HIPAA best practices
- Knowledge of assistive software and technology
- Strong analytical and problem-solving skills

REQUIREMENTS

- Master's degree in a human services field such as disability services, counseling, higher education or social work
- Minimum of five years of experience working in a disability services office or clinical setting in higher education involving the evaluation of eligibility for, and facilitation of, accommodations for disability
- (Preferred) Working knowledge of assistive software and technology solutions.

PHYSICAL/ENVIRONMENTAL FACTORS

- Frequent use of a keyboard and computer screen
- Occasional long days or weekend hours
- Work is in an indoor office environment

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Accessibility and Academic Support Coordinator	Job Code: 20480	
	Wage Grade: 21	Total Points: 478	
	Factor	Degree	Points
1	Knowledge and Skill	7	252
2	Effort		
	A. Mental and Visual Effort	6	48
	B. Physical Effort	2	20
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	A. Injury to Others	2	16
	B. Supervisory Responsibility	3	24
	C. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	4	32
	Date of last reclassification: 10-05-2021		