

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

**POSITION** Disability Services Specialist  
**APPLY BY** May 30, 2023  
**HIRE DATE** June 19, 2023

**DIVISION** Student Services  
**REPORTS TO** Disabilities/Support Services Manager  
**CLASSIFICATION** Exempt  
**POSTING DATE** May 12, 2023

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## **SUMMARY**

The Disability Services Specialist facilitates the provision of reasonable accommodations for people with disabilities to ensure equal access to the programs, services, and activities of the college through an individualized and interactive process. This position requires a depth of knowledge in the field of disability services in addition to several other disciplines including admissions, academic advising, career services, residential services, and activities. Additional responsibilities include traveling to schools to provide college information to prospective students; providing accommodation, career, personal, and related guidance, and information to students; working one-on-one with students to provide academic and advocacy skill building; and implementing pregnancy adjustment plans. This is a full-time, year-round, benefit eligible position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

### **Outreach**

- Provides information, referral, and support to prospective students.
- Coordinates transition activities for persons with disabilities from district high schools, community agencies and other programs.
- Initiates and maintains liaison with secondary schools and outside agencies to provide information about services for students with disabilities.

### **Disability Support**

- Supports students in understanding their disabilities and their rights and responsibilities relating to reasonable accommodations.
- Facilitates the interactive process to determine student eligibility for disability related services.
- Provides case management of students with accommodations including orientation to disability services, assistance with implementation of accommodations, tracking student progress, and meeting one-to-one with students to provide support and encourage self-advocacy.
- Coordinates, schedules, and proctors exams for students approved for test-taking accommodations.
- Provides text, class, and test materials in alternative format specific to individual student needs.
- Collaborates and connects students to on campus resources such as advising, mental health, academic services, and financial resources.
- Provides consultative services to staff regarding appropriate services and accommodations.
- Maintains disability records with attention to the protection of confidentiality of student records.
- Develops and updates informational materials, processes, and Disability Services webpage.
- Maintains knowledge of federal, state, and local laws regarding access for people with disabilities.
- Maintains a current working knowledge of assistive technology and trains students on the use of technologies.

**Title IX**

- Assists students who are pregnant or have experienced a pregnancy-related condition in planning for continued academic success, locating resources, and identifying appropriate accommodations.
- Coordinates the implementation of pregnancy adjustment plans with students and faculty.
- Educates staff and faculty about the rules and regulations of Title IX as it pertains to supporting students who are pregnant or are experiencing pregnancy-related conditions.

**Universal Design**

- Serves as a member of the Universal Design cross-functional team.
- Supports and promotes the implementation of universal design and digital accessibility across campus through ongoing campus projects, communications, trainings, professional development opportunities, and creation of campus resources.

**Other:**

- Assists in collecting and managing quantitative and qualitative data associated with the reporting functions of grants.
- Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in Special Education, Counseling, Rehabilitation, Disability Services, or a related field required.
- Minimum of 2 years of experience working with individuals with disabilities in an educational setting or related field required.

**KNOWLEDGE**

- Understanding of the Americans with Disabilities Act and Amendments, Section 504 of the Rehabilitation Act, and the Fair Housing Act.
- Knowledge and understanding of the application of disability laws in higher education.
- Knowledge of characteristics of specific disabilities.
- Familiarity with assistive technology for persons with disabilities.
- Applicable laws, rules, and regulations.
- Customer services principles.
- Budget principles.

**SKILLS**

- Ability to evaluate disability documentation and develop and implement appropriate accommodation plans for students with disabilities based on documentation, needs, and abilities.
- Excellent listening, written, oral, and interpersonal communication skills.
- Strong time management, organizational, and planning skills with the ability to prioritize and manage competing priorities.
- Ability to relate to individuals of diverse abilities and backgrounds.
- Strong technology skills including Microsoft 365 and, SharePoint.
- Attention to detail.

**APPLICATIONS**

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**

**SALARY RANGES:** C42: \$51,471.76 - \$72,438.46

### **BENEFITS/SERVICES**

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate)

### **SELECTION PROCESS**

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.