

**Job Description /Title:** Accommodation Specialist  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

**MONTEREY PENINSULA COLLEGE**

**ACCOMMODATION SPECIALIST**

**JOB SUMMARY**

Under general supervision, coordinate, schedule and implement services in the Supportive Services Testing Center. Coordinate accommodations offered within the department, student orientation to accommodation procedures, the identification and recruitment of auxiliary aides needed to provide accommodations; assist with research and data collection on accommodation/service delivery.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Coordinate testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, and proctoring tests.

Assist in the planning, management and evaluation of the Supportive Services Testing Center.

Collaborate with Supportive Services counselors to ensure the testing situation meets the recommended accommodations.

Monitor student behavior in the Testing Center and resolve or report test irregularities.

Update and maintain a pool of available readers, scribes, tutors, note takers and interpreters.

Coordinate the scheduling of interpreters and real-time captionists to meet the needs of students who are deaf and hard-of-hearing.

Assist with the recruitment of readers, scribes, tutors, note takers and interpreters, including the development of recruitment materials such as flyers and information letters.

Collaborate with counselors to assist in the coordination of priority registration.

Plan and conduct individual and group student orientations on the procedures utilized for requesting accommodation services.

Participate in the implementation of student retention strategies regarding department Student Learning Outcomes (SLOs), including self-advocacy, independence and self-management.

Conduct an analysis of research and longitudinal data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates.

Assist office visitors and telephone callers; respond to questions and provide information as required.

Perform various clerical tasks in support of Supportive Services including typing, filing, maintaining records, mailing lists and other activities as needed.

## **Other Functions**

Serve on committees, as needed.

Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training or experience that would indicate possession of the knowledge and abilities herein. For example, either two years of related college course work and one year of recent experience working with students with disabilities in an educational environment or three years of experience working with students with disabilities in an educational environment.

### **Knowledge**

Knowledge of: a variety of methods used and sources available for the accommodation process for students with disabilities; methods of collecting and organizing and analyzing a variety of data and information educational programs and organizations; records management techniques; current office management practices including filing systems, letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; public and human relations skills.

### **Abilities**

Ability to: successfully work with students with a variety of disabilities; coordinate, plan and organize work, gather, analyze and interpret data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates; prioritize tasks and do several tasks simultaneously; conduct orientation activities; understand and independently carry out oral and written instructions; compile and maintain accurate and complete records; gather, compile and assemble source data; efficiently prepare accurate reports and correspondence; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.