

Accessibility and Assistive Technology Coordinator

DEFINITION:

Under the direction of the Accessible Education Center (AEC) Director, the Adaptive Services Coordinator at Gavilan College is responsible for providing comprehensive support services to students with disabilities, ensuring equal access to all college courses, programs, activities, and resources in alignment with the mission of the Accessible Education Center to provide quality and excellence in programs, services, and support which enhance the quality of community life and the development of individual potential. This position involves organizing, coordinating and overseeing the daily operations of the AEC's High Tech Center, including, coordinating accommodations, providing direct support, collaborating with faculty and staff, and promoting a campus environment that is inclusive and accessible to all students across Gavilan College's locations, including the main campus in Gilroy, and centers in Hollister, Coyote Valley (San Jose), and the Aviation Technology Site in San Martin. The coordinator will work closely with students to assess their individual needs, recommend appropriate assistive technology and services, provide training, and facilitate the implementation of accommodations in accordance with the Americans with Disabilities Act (ADA) and other relevant legislation.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- **Coordination and Provision of Services:** Assess student needs, recommend appropriate assistive technology, provide training and coordinate implementation of accommodations and services.
- Organizes and coordinates the day-to-day operations and support staff of the High Tech Center; provides training and day-to-day lead work guidance and coordination to other Classified and student staff.
- Collaborates with instructional, student and administrative service departments to ensure that District educational resources are accessible; maintains and purchases equipment and software for the center; identifies, evaluates and recommends a variety of assistive technologies to meet student needs.
- Responsible for ensuring students with disabilities have access to appropriate assistive technology and services.
- Coordinates and responds to requests for Deaf and Hard of Hearing services, including sourcing and scheduling of interpreters and real time captioning.
- Coordinates requests and production of alternate media in a variety of formats (e-text, Braille, large print, tactile graphics). Works with vendors and publishers to meet alternate media requests.
- **Direct Support and Training:** Provide direct support and training to students with disabilities regarding academic adjustments, assistive technology (such as Kurzweil 3000 software available to all students), learning strategies, and available campus and community resources relevant to the Gavilan College service area.
- **Liaison and Collaboration:** Serve as a liaison between students with disabilities, faculty, and other Gavilan College departments (e.g., Admissions and Records, Financial Aid, Counseling, Testing Center) to facilitate communication and ensure coordinated support services. This includes collaboration with support programs like CalWORKs, EOPS, and the Veteran Resource Center, where applicable.

- **Coordination of Tram Services:** Assess students' needs for on-campus mobility assistance and coordinate the provision of tram services or other adaptive transportation options.
- **Assistive Technology and Alternative Media:** Assess students' needs for assistive technology and adaptive equipment available through the AEC; coordinate the provision of such resources and provide training on their use. Arrange for the provision of alternate formats of instructional materials, utilizing resources and procedures established by the department.
- **Record Keeping and Reporting:** Maintain accurate and confidential student records as required by the department and the college.
- **Training and Outreach:** Develop and deliver training workshops for faculty and staff on disability awareness and accessibility requirements. Participate in outreach activities to promote awareness of adaptive services and the rights of students with disabilities within the Gavilan College community and service area.
- **Problem Solving:** Proactively identify and address potential barriers to accessibility and inclusion for students with disabilities across all Gavilan College programs and services. Mediate and resolve issues related to accommodations and services in a timely and effective manner.
- **Professional Development:** Stay current on relevant laws, regulations, best practices, and technological advancements in the field of disability services in higher education. Participate in professional development activities to enhance skills and knowledge relevant to supporting students with disabilities in a community college setting like Gavilan.

MINIMUM QUALIFICATIONS: Any combination of training and experience equivalent to:

Knowledge of:

- Experience working with individuals with disabilities, preferably in a post-secondary setting, such as a community college.
- Thorough knowledge of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other relevant disability laws and regulations.
- Experience in assessing disability documentation (IEP, 504 Plan, Verification of Disability) and determining appropriate accommodations, consistent with Gavilan College's AEC guidelines.
- Familiarity with assistive technologies and resources for students with disabilities, including those commonly utilized at Gavilan College.

Skills and Abilities:

- Excellent communication, interpersonal, and problem-solving skills, with the ability to interact effectively with students, faculty, and staff from diverse backgrounds and across multiple campus locations.
- Ability to work independently and collaboratively with the Accessible Education Center team and other Gavilan College departments.
- Strong organizational and record-keeping skills, with attention to detail and confidentiality, particularly regarding student disability documentation and accommodation plans.
- Demonstrated commitment to the principles of equity, diversity, and inclusion, aligning with Gavilan College's commitment to accessibility.
- Proficiency in using standard office software and student information systems (potentially Banner, Gavilan's system).

DESIRABLE QUALIFICATIONS:

- Experience working specifically within a California Community College system and familiarity with its regulations and resources.

- Experience with specific assistive technology software and hardware commonly used by students with disabilities at the community college level.
- Experience providing training or workshops to diverse audiences, including faculty and staff in an educational setting.
- Knowledge of community resources and support services within Santa Clara and San Benito Counties relevant to Gavilan College students.
- Experience in developing and implementing policies and procedures related to disability services within a higher education institution.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Bachelor's degree in Computer Science, Assistive Technology, Disability Services, Special Education, Counseling, Rehabilitation, Social Work, or an area that would provide program-specific knowledge and skills; three years of experience in Disability Services, Special Education, Rehabilitation, or related field.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Speech and hearing to communicate effectively in individual and group settings; manual dexterity to operate keyboards and manipulate papers; vision to read text, forms, and computer screens; mobility to travel to committee meetings and conferences off campus. Work is generally performed indoors in a typical office environment with frequent interruptions.