

Southwest Texas Junior College - Job Description

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Office ☐ 830.591.2913 Fax

Title: Tutorial and Disability Services Coordinator

Campus: Uvalde

Description of Job Duties: The Tutorial and Disability Services Coordinator will be primarily responsible for the oversight and implementation of Disability Services at all Southwest Texas Junior College campus sites. Serves as a resource for faculty and staff regarding disability issues and collaborates with the college community to address educational, attitudinal, and physical barriers, compliance obligations, and other issues. Creates and implements new ways for students to receive tutoring as needs arise. Assesses the tutoring program. May assist in writing proposals for funding through grants. Works with the Student Success Coordinator in managing the day to day operations of the Student Success Center and the Writing Center. Responds to inquiries from potential participants, faculty, and staff regarding the tutoring and disabilities programs. Maintains documentation and records of communications with students via Estudios. Must possess strong problem solving, leadership, organizational skills and oral/written communication skills. Contributes to the overall success of students, the Department of Student Engagement and Success, and the College. In addition, this position will have shared, secondary responsibility with the Student Success Coordinator for Student Life initiatives as listed below.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.

1. Determines appropriate accommodations and support services for students with disabilities by conducting intake interviews and analyzing medical and/or psychological documentation.
2. Responds to requests for information about Disability Services from enrolled students, faculty, and potential students.
3. Refers students to local, state, and federal entities which serve students with disabilities.
4. Coordinates requests for diagnostic testing with the Texas Department of Assistive & Rehabilitative Services.
5. Maintains and secures all confidential records regarding students registered with disability offices.
6. Hires, trains, and supervises interpreters and student workers
7. Hire, trains, observes, and supervises 10+ peer tutors on the Uvalde campus.
8. Creates and implements trainings for tutors at least twice per semester and provides resources for tutors.
9. Monitors and evaluates progress of students who are receiving tutorial assistance.
10. Plans and coordinates student events and activities.
11. Advises the Student Ambassadors and Student Activities Board.
12. Manages campus tours and campus visits and participates in community events as needed.
13. Assists with campus activities and events at the Crystal City, Hondo, Pearsall, and Castroville campuses.

QUALIFICATION REQUIREMENTS

Education: Bachelor's Degree required. Master's degree preferred. (Counseling, Psychology, Rehabilitation Counseling, Special Education or other related field).

Experience & Training: Experience in provision of services to individuals with disabilities. Demonstrated knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, The Family Educational Rights and Privacy Act (FERPA) and other appropriate laws pertaining to higher education and disabilities. Working knowledge of assistive technology and its implementation related to academic accommodations. Experience working in a tutoring and advising program. Experience working with Student Activities or Student Life programs. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.