

JOB DESCRIPTION

Dept: Student Affairs

Job Title: Accessibility Advisor 261

Date: October 2018

Job Class: 13

PRIMARY FUNCTION:

Accessibility Advisors plan, implement, and monitor individualized accommodations and supports for a case load of students with disabilities to ensure KPU meets its legal duty to accommodate. This involves assessing student needs, identifying alternative ways for students to participate in learning environments, determining reasonable and appropriate accommodations, and working collaboratively with instructors. Accessibility Advisors work one-on-one with students on a daily basis and are responsible for independently making accommodation decisions.

JOB DUTIES AND TASKS:

1. Develop individualized accommodation plans for students with disabilities

- a. Conduct interviews with students with mobility and sensory impairments, learning disabilities, autism, mental health issues, and neurological conditions to collect disability-related information
- b. Collect and analyze information about the student's current experiences, past academic and accommodation history, current learning environment, and disability-related functional limitations
- c. Identify, select, and utilize a variety of tools to assist students in developing their self-report and self-advocacy, identify accommodations, and explore solutions
- d. Review disability documentation including psycho-educational assessments, medical documentation, psychological assessments, self-reports, and/or other relevant information to determine appropriate and reasonable accommodations
- e. Assess student's disability-related needs in university programs; research and select resources, strategies, and legal precedent to ensure equal access
- f. Monitor and problem-solve classroom issues arising from accommodations, working closely with instructors to explore innovative solutions to equal access
- g. Determine and approve technology, equipment, and services requested through federal and provincial funding
- h. Determine complexity of accommodation planning according to department guidelines and transfer student appropriately when necessary

2. Provide proactive and ongoing support to a caseload of students

- a. Proactively implement and monitor accommodations and support student success
- b. Identify and document processes for service delivery solutions and improvements
- c. Engage faculty in the provision of accommodations and supports for students with disabilities
- d. Prepare case notes of student interviews, meetings, and decision-making
- e. Maintain case files and confidential student medical documents in accordance with legislation and university policy

- f. Obtain and disclose confidential and sensitive information with other KPU departments, with post-secondary institutions, with provincial and federal agencies and with other external agencies – applying confidentiality principles in complex situations
- g. Prepare, evaluate, and interpret reports to manage service-delivery and guide planning within the department
- h. Identify alternative programs and services available to students and assist with referrals
- i. Gather, maintain, and provide statistics to the Director, Accessibility Services on various services, initiatives, and practices
- j. Independently manage a complex schedule of appointments while ensuring that critical and conflicting deadlines are met

3. Engage in outreach and collaboration across the campus and disability community

- a. Advise the campus community on services available to students with disabilities, resources to increase accessibility, best practices in duty-to-accommodate, and relevant legislation
- b. Educate staff and faculty regarding various disabilities and strategies for successful accommodations
- c. Design, develop, and deliver programs and services to advise and support students in developing advocacy and exercising their rights and responsibilities, transitioning to post-secondary from high school, connecting with other students with common experiences, exploring and applying auxiliary aids, assistive technology, and other learning tools, and accessing disability-related financial opportunities
- d. Develop and maintain contacts with external partners such as advocacy groups, service providers, community agencies, provincial and federal ministries, and other disability resources.
- e. Establish, liaise, and build rapport with high schools and community agencies to support students with disabilities transitioning to KPU
- f. Consult and collaborate with other Student Services departments, initiatives, and services to ensure accessibility for students with disabilities

4. Related duties

- a. Participate in future planning and working groups within the department and institution
- b. Investigate emerging technologies and their impact on access for students with disabilities
- c. Create, oversee, and maintain department materials, resources, and communications, such as inter and intra net resources, printed informational materials, forms, and email templates
- d. Participate in the selection, training, and mentoring of new Accessibility Services staff
- e. Recruit and support Student Assistants, Interpreters and Transcriptionists
- f. Incorporate relevant external professional standards, case law, and legislation into service to students with disabilities
- g. Research, develop, recommend and implement new strategies, resources, and procedures to improve the service-delivery model
- h. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to the Director, Accessibility Services

SUPERVISION/DIRECTION EXERCISED:

Monitors student progress and accommodation effectiveness
 Hires, trains, and supervises Student Assistants in their direct service to students with disabilities
 Acts as the liaison between KPU and the Deaf community through hiring and supporting professional ASL Interpreters and Transcriptionists on casual service contracts
 Provides formal training to other employees on accommodation processes and assistive technology
 Trains and mentors new Accessibility Advisors

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Evaluate, operate and train students in assistive technology and adaptive equipment
Develop and maintain the Accessibility Services SharePoint site
Create, update, maintain, and disclose sensitive and confidential student records according to application of Freedom of Information and Protection of Privacy Act to disability-related information
Research, develop and produce content for use in institutional publications

FINANCIAL RESOURCES:

Approve application for equipment and services through federal and provincial grants
Provide cost estimates and business cases for accommodation-related department purchases
Recommend and provide rationale for use of KPU funds received from the Ministry
Receive, store and forward student financial support cheques and goods from Ministry funding
Collect and maintain data for government reporting purposes

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Successful completion of a relevant undergraduate degree.
2. A minimum of three years' experience working with adults with disabilities, preferably in a post-secondary environment
3. Experience planning, implementing, and monitoring disability-related accommodations, preferably in an adult learning environment
4. Experience interpreting the implications of various types of disabilities within an educational context
5. Understanding of national and provincial duty-to-accommodate legislation and landscape in post-secondary education
6. Experience managing a case load, including conducting structured interviews, keeping detailed, confidential notes, proactive management, and case conferencing
7. Knowledge of community resources for people with disabilities
8. Ability to establish and maintain effective working relationships with students, faculty, and internal and external service partners
9. Experience being responsible to effectively intervene and resolve complex, sensitive, and stressful situations
10. Demonstrated competency with workplace technology (such as MS office, data bases) and assistive technology (such as text-to-speech, screen readers) and aptitude for learning new software
11. Ability to manage priorities, time, and deadlines independently