

**ANCILLA COLLEGE
POSITION DESCRIPTION**

**Coordinator of Testing, Supplemental
Instruction and ADA Compliance**

STATUS: Full-time Position
SALARY RANGE: Dependent upon experience and degree
REPORTS TO: Director of the Center for Student Achievement
SUPERVISES: Tutors and Work-Study students

PRIMARY PURPOSE: This position is responsible for implementing and managing the testing center coordinating tutoring activities, and supplemental instruction as well as ADA compliance. The duties and responsibilities of the position are performed within the spirit and educational mission of the college.

DESCRIPTION OF DUTIES AND TASKS:

ESSENTIAL JOB FUNCTIONS

1. Administer ADA/504 programs campus-wide.
2. Manages the process for receiving requests for accommodations and the procedures for securing and maintaining confidentiality of the medical documentation.
3. Oversee key administrative tasks including hiring and training tutors, supplemental instructors, budget allocation, and the annual program review.
4. Hire, train and supervise work-study students, tutors, and supplemental instructors.
5. Develop and manage policies and procedures for tutoring, testing, and supplemental instruction.
6. Schedule and administer placement tests to new applicants.
7. Schedule Testing Center usage and supervise testing personnel.
8. Schedule and provide tutoring to students.
9. Provide assistance to student in the development of their portfolio.
10. Collect and maintain a library of updated ADA regulations and supplementary material.
11. Conduct an annual environmental scan of the college to ensure compliance with ADA/ 504 regulations.
12. Reviews all existing for ADA policies and procedures, and with appropriate input, makes recommendations for improvement.
13. Serve as a resource for faculty members on ADA compliance and classroom related issues for students with special needs.
14. Provide annual training for faculty at the Fall Faculty Institute.
15. Collaborate with other departments, clubs and organizations in providing programs for students with special needs.

RELATED JOB FUNCTIONS

1. Use of computers for administrative tasks (including word processing, advising and student record keeping, Internet applications) and instructional purposes (including computer lab and Internet applications).
2. Attend conferences and professional meetings to remain current in the field.
3. Attend student honors convocation and graduation ceremonies each year.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge and ability to instruct various audiences, both individuals and groups, taking in account various modalities and methods.
2. Knowledge and ability to instruct students of difference age groups and backgrounds.

3. Ability to evaluate student progress both empirically and holistically and to prescribe and develop curriculum materials for individuals and classes.
4. Ability to recruit new students from the local area high schools
5. Ability to communicate effectively in English, both orally (in one-on-one and group settings) and in writing which includes the ability to restate at various language levels, to simplify, and to use demonstrations which reframe the previous knowledge and concrete experience.
6. Willingness to work on a flexible schedule as required (includes evenings, weekends and /or summers).
7. Ability and commitment to use different instructional methods and technologies (including lecture, discussion group, student presentation formats, and audio visual and computer technologies).

OTHER ERGONOMIC REQUIREMENTS

Position may require the employee to lift up to 35 pounds unassisted, stand for several hours at a time during work shift, stooping, crouching and bending, and other similar functions while performing essential and marginal job functions. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above.

QUALIFICATION STANDARDS:

1. **Education: Master's in subject matter taught at Ancilla.**
2. **Experience: 3 years supervisory experience in developmental education, tutoring, or ADA compliance.**