

## Southwest Texas Junior College

Employment Opportunity 2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax  
Human Resources Employment: [www.swtjc.edu](http://www.swtjc.edu)

**Title: Tutorial and Disability Services Coordinator**

Job # 1181914710101

**Campus: Uvalde**

**Closing Date: 01/25/19 (Internal Only)**

**Description of Job Duties:** The Tutorial and Disability Services Coordinator is 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 SAM. Committee work to include Orientation, Drug & Alcohol Abuse Prevention Program, CARE Team, etc. 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.

*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. Assists in planning and coordinating student events and activities.

### QUALIFICATION REQUIREMENTS

**Education:** Bachelor's Degree required. (Counseling, Psychology, Special Education or other related field).

**Salary:** Based on SWTJC professional scale; Group II

**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 in Student Affairs/Disability Services and 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.

**Submit Application To:** Human Resources Coordinator (2401 Garner Field Road, Uvalde TX 78801). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts. All applications and supporting documents become the property of SWTJC.

### NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**