

Americans with Disabilities Act (ADA) Coordinator's Job Description

Basic Functions and Responsibilities

Coordinates University programs and responsibilities to assure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal laws and regulations pertaining to persons with disabilities.

Responsibilities for coordinating University policies and procedures relating to persons with disabilities, tracking university progress relating to its policies and procedures as well as state and federal laws relating to persons with disabilities, and providing consultative services to employing units and offices.

The scope of responsibility includes faculty, staff, and student employment, as well as public and student access to programs and facilities.

Specific Job Duties

Central Planning Responsibilities

Serves as the principal planning coordinator for University programs, policies, and procedures relating to University compliance and the promotion of University opportunities for persons with disabilities.

Compliance Process Responsibilities

Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from University employees and students, as well as the public regarding discrimination on the basis of disability.

Coordinates with the Office of Harassment and Discrimination on complaints alleging discrimination and discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.

Informational Responsibilities

Maintains current information regarding state and federal laws and regulations as well as the best practices of other universities and private employers concerning the rights of persons with disabilities and ways of providing reasonable accommodations to persons with disabilities while maintaining program performance standards.

Maintains current information regarding state and federal laws and regulations as well as the best practices of other universities and private employers relating to the University's employment policies and procedures for faculty, staff and academic professional employees with disabilities.

Ensures that University-related information is readily available on services, accommodations, policies, and demographics relating to persons with disabilities.

Central Consulting and Outreach Responsibilities

Provides ADA Program and facility interpretation and advice on compliance to all sectors of the University community.

Develops and maintains written materials and other informational pieces to broadly disseminate information regarding the ADA and the University's policies relating to persons with disabilities.

Designs and participates in the development of presentations for students, faculty and staff of the provision of equal opportunity for persons with disabilities.

Serves as the central intake for matters relating to the ADA and facilities activity and the flow of information among the various University offices with responsibilities relating to compliance, including but not limited to:

- . The Provost and Executive Vice Chancellor for Academic Affairs
- . Vice Chancellor for Administration – Architect, Physical Facilities, Transportation, Parking Services, Employment, Disability Complaints, Veteran Affairs.
- . Senior Vice Chancellor for Budget and Finance – Budget for Accommodations
- . Office of Legal Counsel
- . Vice Chancellor for Student Affairs – Disability Services

Serves as primary liaison with relevant state and federal agencies, as well as other ADA coordinators at colleague institutions and associations.

Reporting Responsibilities

Maintains a record of all disability and accommodation issues and the resolution of each.

Ensures the timely filing of all required compliance reports.

Develops and implements internal measures and/or reports which inform the university administration of the status of ADA compliance and opportunities for people with disabilities.

Reporting Relationship

This position reports to the Vice Provost and Associate Vice Chancellor for Diversity and Equity.