

TOURO COLLEGE

JOB POSTING

Coordinator of Disability Services

Reports to: Dean of Advisement and Counseling
Status: Full Time
FLSA: Exempt
Location: Manhattan

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

The Coordinator of Disabilities Services is responsible to direct, implement and maintain a comprehensive program of student advisement and counseling, necessary provisions for accommodations, staff/faculty training and contact, and related activities for students with disabilities.

JOB RESPONSIBILITIES:

Coordinate disability services for the department to include, but not limited to the following:

- Plan, administer and coordinate services on behalf of students with special needs
- Coordinate the intake and review of referrals/requests for services for students with disabilities. Respond to communications and inquiries related to disabilities services at Touro
- Review disabilities documentation to determine reasonable accommodations appropriate to student's specific disability(ies) and request(s), consistent with disability law and standard practice in higher education
- Oversee and/or carry out the implementation of mandated services, including reasonable accommodations and instructional modifications as appropriate to student disability(ies) and legal requirements

- Meet with and advise prospective and current students regarding services provided for students with disabilities by the college
- Keep appropriate records as required by the College and mandated by government regulations

REQUIREMENTS:

Education, Preparation, and Training

- Master's degree in special education or a related field. A minimum of three years of relevant experience in serving students with special needs
- At least two years of administrative/supervisory experience preferred in a college or university setting, working with students with a range of disabilities

Skills

- Working knowledge of Federal and State legislation related to the provision of services for students with disabilities at the college/university level
- Ability to interpret psycho-educational evaluations, neurological reports and other related documentation submitted for accommodations/services
- Ability to work effectively with students from diverse backgrounds

Physical Demands

- Extensive time sitting and standing
- Extensive use of computers
- Ability to lift 5 pounds

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook

Travel

- Some local travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Coordinator of Disability Services"

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments