



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Accessibility and ADA (Americans with Disabilities Act) Coordinator** FLSA Status: **Exempt**  
Job Family: **Professional** Pay Range: **A/P – Grade X**  
Prepared/Revised Date: **June 13, 2024** Job Code: **34211**

**SUMMARY:** Responsible for ensuring the timely and ongoing compliance of District programs, services, and activities with the Americans with Disabilities Act (ADA), including Title II, Section 504 of the Rehabilitation Act of 1973, the Web Content Accessibility Guidelines (WCAG) 2.1, and other applicable federal and state regulations pertaining to accommodation and accessibility for District staff and community members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serves as the primary point of contact for staff and community members regarding concerns and inquiries on digital accessibility and the ADA: evaluating and prioritizing all inquiries, complaints, access issues, and accommodation requests. Consults with the appropriate District department(s) and coordinates the response to the employee or community member.
2. Leads the drafting, updating, and revising of existing transition plans under the ADA and Colorado HB21-1110: monitoring of and reporting on the implementation of the goals and removal of barriers identified.
3. Receives, tracks, investigates, responds to, and acts as a facilitator in complaint resolutions related to Title II of the ADA, and HB21-1110. Ensures appropriate processes are in place to provide for the prompt and equitable resolution of complaints, concerns, and inquiries from staff and community members regarding disability, access barriers, and accommodation requests. Maintains thorough documentation of all processes, requests, and resolutions.
4. Reviews and develops relevant policies, practices, and procedures to create or maintain compliance with all applicable federal, state, and local laws and regulations, including Title II of the ADA and Section 504 of the Rehabilitation Act of 1973, related to access and accommodations for District services, programs, or activities.
5. Provides education to staff about access obligations and available tools for compliance. Facilitates training opportunities and workshops, ensuring training is current and readily available, for achieving and maintaining compliance with the ADA.
6. Serves as primary liaison with relevant local, state, and federal agencies, as well as ADA coordinators of other institutions. Develops and maintains productive and collaborative working relationships with staff and community stakeholders, such as organizations representing individuals with disabilities. Participates in community outreach and attends meetings of organizations representing people with disabilities.



7. Assists District departments and schools with methods for providing modifications and accommodations to ensure access issues are integrated into daily operations, policies, education, and public information.
8. Conducts regular reviews of District facilities, programs, and policies to ensure access and accommodations and compliance with the ADA.
9. Partners with District leadership and legal counsel on discrimination allegations related to Board policies and procedures.
10. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in public or business administration, human services, social sciences, or a related field preferred
- Two (2) to three (3) years of experience in working in education or with state, federal, or municipal government, or similar large public institution
- Two (2) to three (3) years of professional level experience providing consultation, guidance and training in ADA compliance; providing disability, accessibility, inclusivity and accommodations for individuals with disabilities
- Equivalent combination of education and experience acceptable

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- ADA Training Coordinator Certification, preferred (must start within six (6) months of hire and complete within two (2) years of hire)

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of the provisions of Titles I, II & III of the ADA and other applicable federal and state laws and regulations pertaining to accommodation and accessibility
- Familiar with interpreting and implementing the Web Content Accessibility Guidelines
- Familiar with interpreting and implementing the 2010 ADA Standards for Accessible Design
- Excellent written and interpersonal relations and communication skills, including strong presentation skills
- English language skills required, bilingual oral and written communication skills preferred
- A desire and ability to understand the diverse needs of internal and external customers, and to create experiences and deliver services that exceed their expectations
- Critical thinking and problem-solving skills
- Ability to travel to District locations
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job



- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Records and Risk Management	
<b>Direct reports:</b>	Risk Management Specialist – ADA	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X			
Walk	X			
Sit	X			
Use hands to finger, handle or feed	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk	X			
Hear	X			
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy	X			
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	