



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES FOR THE STATE COLLEGES

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### AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position  
 at  
 Southern Connecticut State College

Coordinator for Disabled Students/Adm. II

July 18, 1980

RESOLVED, To abolish the vacant position of Director of Academic Supportive Services/Adm. II, and be it further

RESOLVED, That the position, Coordinator for Disabled Students/Adm. II, be established at Southern Connecticut State College effective July 18, 1980, in accordance with all provisions and expectations as set forth in the proposal dated July 18, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
 Executive Director

Title: Coordinator for Disabled Students/Adm. II

Fund: General

Position Type: Permanent X Part-time \_\_\_\_\_

Effective Date: July 18, 1980

Cost: None - Entry level for Adm. II, \$15,000

Campus: Southern Connecticut State College

Proposal: To abolish the vacant position of Director of Academic Supportive Services/Adm. II and to create a new position of Coordinator for Disabled Students/Adm. II.

Summary:

The Coordinator for Disabled Students/Academic Supportive Services is responsible for continually assessing the needs of disabled students as well as coordinating all related student support services. In cooperation with the Director of Academic Supportive Services, this person will assist in planning and implementing a developmental skills program for a segment of the freshman class. The Coordinator reports directly to the Assistant Dean of Student Affairs.

Date: July 18, 1980

NAME \_\_\_\_\_

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Coordinator for Disabled Students/Academic Supportive Services

ADMINISTRATIVE RANK: II

POSITION SUMMARY:

The Coordinator for Disabled Students/Academic Supportive Services is responsible for continually assessing the needs of disabled students as well as coordinating all related student support services. In cooperation with the Director of Academic Supportive Services, this person will assist in planning and implementing a developmental skills program for a segment of the freshman class. The Coordinator reports directly to the Assistant Dean of Student Affairs.

POSITION RESPONSIBILITIES:

1. Provides services for disabled students in the general areas of academic, personal and vocational development.
2. Serves as a line of communication between disabled students, administrators and faculty.
3. Assists the Director of Academic Supportive Services in coordinating support services for disabled students.
4. Assists in the admission process and orientation program for disabled students.
5. Makes referrals to appropriate campus services or community agencies and assumes responsibility for follow-up.
6. Maintains a liaison with appropriate Federal and State agencies.
7. Teaches undergraduate study skills courses.
8. Coordinates a peer tutorial program.
9. Consults regularly with the Section 504 Compliance Officer concerning Federal and State regulations.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibilities of the position.

ADMINISTRATIVE FACULTY \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_

DEAN OF PERSONNEL ADMINISTRATION \_\_\_\_\_