

Neurodiversity Support Specialist

Job Description

Position Information

Position Title Neurodiversity Support Specialist

Position Number

Department Diversity and Inclusion

Reports to (Title)

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Neurodiversity Support Specialist is responsible for providing individual and group support for neurodiverse students (including Autistic Students, students with ADHD, and other conditions that impact one or more areas of social or executive functioning). The NSS will coordinate education for campus and assist with transition related activities for incoming first year neurodiverse students. The NSS will provide class year appropriate support to students (e.g. planning for OCS, coordinating with CLS on job preparation, etc.). The NSS will also assist with accommodation provision and work in collaboration with the Coordinator of Student Disability Resources.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications No specific degree is required however someone with a background (educational and/or experiential) in special education, vocational rehabilitation, direct disability support services, transition services, disability advocacy, etc. or prior experience working with students with disabilities in an educational setting is preferred.

FLSA Category

Staff/Faculty Staff

| | |
|--|-----------|
| Employment Status | Full-Time |
| Employment Category | Regular |
| Essential Staff (emergency situations)? | No |
| On-Call? | No |

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

| | |
|---------------------------------|--|
| Responsibility | Provide 1:1 executive functioning coaching tailored based on the student's individual neurodiverse profile (e.g., based off self-reports, diagnostic reports, etc.) |
| Percentage Of Time | 25 |
| Responsibility | Work with relevant offices (Title IX, OCS, CLS, AA, etc.) to develop trainings and resources specific to the skill development of neurodiverse students. For example, <ul style="list-style-type: none"> o understanding verbal and non-verbal communication in friendships and relationships; o translating the strengths of neurodiversity on a resume; o preparing for culture shock as a neurodiverse student; o navigating boundaries and conflict; o developing healthy relationships; o executive functioning and daily tasks; and o executive functioning and academics. |
| Percentage Of Time | 25 |
| Responsibility | Provide case management and coordination of resources for neurodiverse students with disabilities, including accommodations and auxiliary aids in the full life of the student: the academic program (e.g., alternative testing, note takers, assistive technology), residence life program (e.g., housing and dining needs) and co-curricular activities and programs (e.g., access to all campus events) Assist with implementing of appropriate accommodations, services, and auxiliary aids for qualified neurodiverse students with disabilities; consult with and make referrals to appropriate College staff and departments, as well as external resources Partner with Assistive Technology team to support students who need materials in alternate format and/or assistive technologies |
| Percentage Of Time | 30 |
| Responsibility | Provide opportunities to foster community and reduce isolation for neurodiverse students including running a support group for neurodiverse students |
| Percentage Of Time | 15 |
| Responsibility | Assist with Peer Connections Pre-orientation program |
| Percentage Of Time | 5 |
| General Responsibilities | |
| General Responsibilities | <ol style="list-style-type: none"> (1) Maintain regular attendance in accordance with department policy. (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. (3) Understand and comply with the policies of the College Staff Handbook. (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. (6) Protect confidentiality of College information. (7) Provide leadership to others through example and sharing of knowledge/skill. |

- (8) Communicate with others in a courteous and helpful manner.
 (9) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours) 1-2; 10 hours/week

Supervise Non-Exempt Staff Yes

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides. Provide limited supervision to others through motivation, direction, review and feedback of assigned tasks.

Supervision Received

Select the level of supervision that this position receives from their supervisor. Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data 1/3 to 2/3

- Essential or Marginal? Essential

Effective communication skills 1/3 to 2/3

- Essential or Marginal? Essential

Composing & comprehending communication materials 1/3 to 2/3

- Essential or Marginal? Essential

Establishing effective interpersonal relationships Over 2/3

- Essential or Marginal? Essential

Adjusting to changes (work load, environment, department structure, etc.) 1/3 to 2/3

- Essential or Marginal? Essential

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc 1/3 to 2/3

- Essential or Marginal? Essential

Making decisions of moderate to substantial consequence 1/3 to 2/3

- Essential or Marginal? Essential

Performing mathematical calculations None

- Essential or Marginal? Marginal

Editing reports or technical materials Under 1/3

- Essential or Marginal? Marginal

Planning and organizing (work load, schedules, events, etc.) 1/3 to 2/3

- Essential or Marginal? Essential

Handle stressful, emotional and/or frustrating situations 1/3 to 2/3

- Essential or Marginal? Essential

Working with numerous distractions 1/3 to 2/3

- Essential or Marginal? Essential

Working under a time pressure and within timelines/deadlines Under 1/3

- Essential or Marginal? Marginal

Coordinating work with others 1/3 to 2/3

- Essential or Marginal? Essential

Handling multiple assignments and priorities 1/3 to 2/3

- Essential or Marginal? Essential

Completing work in an accurate manner 1/3 to 2/3

- Essential or Marginal? Essential

Concentrating - maintaining attention to details and task Under 1/3

- Essential or Marginal? Marginal

Memory functions (remembering names, details and procedures) 1/3 to 2/3

- Essential or Marginal? Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position None

Traverse/move locations None

Ascend or descend between floors None

Reach with hands and arms None

Ascend or descend ladder None

Position self to access small or restricted spaces None

Communicate or exchange information Over 2/3

Detect specific flavors or odors None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) None

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) None

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without None

assisted device)

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. No vision Requirements

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather) None

Extreme cold (non-weather) None

Extreme heat (non-weather) None

Outdoor weather conditions Under 1/3

Work near moving mechanical parts None

Work in high, precarious places None

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors) None

Toxic or caustic chemicals None

Work with explosives None

Risk of electrical shock None

Vibration (i.e. operating jackhammer, impact wrench) None

Risk of radiation None

Confined Spaces None

Please check one or more of the following locations where this job would work Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

How much noise is typical for the work environment of this job? Check the appropriate level below. Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.