

MCDOWELL TECHNICAL COMMUNITY COLLEGE



Job Description Form

Department:	Student Success
Job Title:	Access to Achievement Coordinator
Reports to:	Dean of Students

Level	Type of position: <input checked="" type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> 11 month <input type="checkbox"/> 9.5 month	
Revision	03.25.2024	

GENERAL RESPONSIBILITIES

This individual will be dedicated to the IDD population and will create an intra-college support system to ensure the success of students with IDD.

IDDs are differences that usually present at birth and that uniquely affect the trajectory of an individual's physical, intellectual, and/or emotional development.

SPECIFIC RESPONSIBILITIES

1. Primary contact for students who self-report/disclose an IDD diagnosis.
2. Interview student and/or parents (or guardians) to establish interests and goals.
3. Present educational options based on student interests using written materials, tours, meetings with program/department heads. These options might include CCR programs, Continuing Education programs, and/or Curriculum programs. Position would assist with development of career pathways as needed.
4. Develop a person-centered plan and complete required documentation of the plan.
5. Guide student in application process, if necessary, and refer student to the appropriate Success Coach (enrollment manager) or Student Services personnel.
6. Refer to other services as determined appropriate (career counseling, accessibility services, Human Resources Development, tutoring, Student Assistance Program, etc.)
7. Schedule bi-weekly follow-up and check-in with student for entirety of student's enrollment in college courses.
8. Engage with instructors on a regular basis regarding student progress.

Department: Student Success

9. Inform students of campus events and other educational opportunities and activities offered by the college and provide a personal invitation to students to participate in these activities.
10. Market the program and engage in outreach activities to local service area, including school districts, employers, community agencies, etc.
11. Recruit students to the program.
12. Track student outcomes as determined by required reporting to NCCCS and other outcomes as determined locally.
13. Create and submit reports to the NCCCS biannually.
14. Recruit and train peer mentors and partner peer mentors with students with IDD, if desired by student and/or parent.
15. Track and follow-up with students for a minimum of six-months after separation from college services/programs.
16. Serve as liaison to workforce development staff, community agencies, and local employers to assist finding employment for students.
17. Advocate for inclusion of students in all aspects of college and campus life.
18. Organize and coordinate implementation team efforts.
19. Participate in all professional development and other meetings as required by NCCCS.
20. Other duties as assigned.

QUALIFICATIONS

Required: Minimum of Associate's Degree (any discipline).

Experience working with teens/adults who have intellectual and developmental disabilities and/or exceptional children.

Experience using word processing, spreadsheet, database and other office-related technology.

Preferred: Bachelor's Degree

Previous experience with individuals who have intellectual and developmental disabilities.

Bachelor's Degree in Education, Adult Education or Special Education or closely related field.