

**Disability Access Services (DAS) Specialist - Program  
Specialist 2  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=263281>

Downloaded On: Oct. 2, 2025 1:53am

Posted Oct. 1, 2025, set to expire Oct. 20, 2025

<b>Job Title</b>	Disability Access Services (DAS) Specialist - Program Specialist 2
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Oct. 1, 2025
<b>Application Deadline</b>	10/20/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Multicultural Affairs/Diversity Educational Services
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**Job Description**

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**Disability Access Services (DAS) Specialist - Program Specialist 2**

**Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**

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SCC Disability Access Service

**Salary Range: \$3,752 - \$5,011**

**Starting salary for this position is: \$3,752 (Monthly)**

**Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on 10/20/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Disability Access Services (DAS) Specialist - Program Specialist 2**

#### **JOB SUMMARY**

The Disability Access Specialist plays a critical role in ensuring equal access and support for students with disabilities at Spokane Community College. This position conducts Access Planning Meetings, develops individualized accommodation plans, provides technical assistance to students, staff, and faculty regarding accommodation implementation, coordinates implementation of accommodations, supports outreach and education efforts, and assists with office operations. The Specialist serves as a resource to students, faculty, and staff to facilitate an inclusive and accessible learning environment at Spokane Community College.

#### **DUTIES AND RESPONSIBILITIES**

##### **Access Planning, Technical Assistance, & Student Support**

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- Review applications and documentation, assess students' barriers and eligibility for accommodations within Access Planning Meetings, and develop individualized accommodation plans. \*
- Support the implementation of accommodation plans by providing technical assistance and guidance to students and instructors. \*
- Assess concerns or barriers related to accommodation implementation. Address, mediate, and elevate concerns and barriers as needed. \*
- Maintain accurate and confidential case records in accordance with legal and institutional guidelines. \*
- Provide ongoing coaching and follow-up to students to support effective implementation of accommodations. \*

**Accommodation Coordination**

- Coordinate and facilitate the implementation of accommodations such as note-taking, exam proctoring, equipment checkout, placement, and management, assistive technology provision, and alternate format production. \*
- Provide training and technical support to students, faculty, and staff on the processes for accommodation implementation. \*
- Work closely with faculty and students to ensure timely implementation of accommodations. \*

**Tracking, Reporting, & Organization**

- Manage and track inventory, processes, utilization, and impact related to accommodation coordination. \*
- Assist with departmental reporting and program evaluation efforts. \*

**Outreach & Training**

- Develop and deliver trainings, workshops, and informational sessions for students, faculty, and staff about disability awareness, accessibility best practices, and available services. \*
- Participate in orientation events and campus outreach efforts to promote disability services. \*

**Compliance & Professional Development**

- Maintain knowledge of disability-related legislation including ADA, Section 504 of the Rehabilitation Act, Washington Core Services Legislation, and FERPA. \*
- Stay current with best practices in disability services and higher education accessibility. \*

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### General Office Support

- Provide back up support to front desk operations when needed, e.g., provide information and guidance to students, staff, faculty, and community members in person, over the phone, and via email, process new student applications, schedule appointments, assist with record keeping, interact with other departments, and assist with other duties associated with general office operations as needed. \*
- Support students who may need assistance connecting with other campus or community resources. \*
- Work on special projects as needed. \*
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Decision Quality
- Situational Adaptability
- Action Oriented
- Nimble Learning
- Interpersonal Savvy
- Values Differences
- Communicates Effectively

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- At least one year of experience working with individuals with disabilities in an educational, social services, or rehabilitation setting.
- Knowledge/experience with computers and computer software, e.g., spreadsheets, databases, word processing, web browsers, and email.
- Demonstrated ability to cultivate and maintain professional relationships with service recipients

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and colleagues.

- Strong interpersonal and written communication skills.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Demonstrated understanding of and commitment to maintaining confidentiality and professional ethics, particularly in relation to student records and disability disclosures (FERPA, HIPAA).
- Ability to problem-solve as issues and problems arise unexpectedly.
- Ability to work cooperatively with other college departments and individuals in order to ensure proper coordination of services between departments.
- Ability to adapt to changes in scheduling and service needs.
- Demonstrated commitment to fostering and supporting a teaching, learning and working environment that honors diversity, equity and inclusion.

**DESIRED QUALIFICATIONS**

- Direct experience providing disability services in a postsecondary or community college setting.
- Experience using disability services software (e.g., AIM, ClockWork, Symplicity Accommodate, or similar).
- Experience working with assistive technologies, test proctoring, equipment management.

**PHYSICAL REQUIREMENTS**

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer.
- Work directly with students/clients.
- Work in a semi-open office setting with frequent interruptions and background noise.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Occasional kneeling, stooping, crouching, crawling and reaching.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally. Team lifts are encouraged and to be used at the employee's discretion.

**CONDITIONS OF EMPLOYMENT**

- Full-time schedule (12-month, 40-hours per week).

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- 6-month probationary period.
- This position is overtime eligible.
- Requires local or regional travel. If using personal vehicle, proof of driver's license and car insurance required.
- Criminal background check required.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

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**Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

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For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### Equal Opportunity Institution

*Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Frederick Davis, MA*

*Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040/ [ccs.titleix@ccs.spokane.edu](mailto:ccs.titleix@ccs.spokane.edu)*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/disability-access-services-das-specialist-program-specialist-2-spokane-washington-united-states>**

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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