ADA Coordinator vs DS Director - Pros/Cons of Separated vs Combined Roles

Maranda Maxey, ADA/504 Coordinator & Director, Office of Disability Resources, Appalachian State University

Emily Singer Lucio, ADA/504 Coordinator University of Maryland

Tina Vires, Director, Office of Accessibility Resources and Services, UNC Greensboro

Lorre Wolf, Director of Disability & Access Services, ADA/504 Compliance Officer, Boston University
We ask you to join us in creating a culture that reflects…

Access and Inclusion

and

Civility and Respect

…this week and in all aspects of our organization.
AGENDA

- Presenter Introductions
- Let’s Take a Poll
- Questions and Discussion
- Regulations
- What should an ADA Coordinator Look Like?
- Responsibilities
- Resources
PRESENTER INTRODUCTIONS

MARANDA MAXEY

• ADA/504 Coordinator
  • Oversight of Digital, Physical, & Programmatic Accessibility; Employee Accommodations; Grievances

• Director, Disability Resources
  • Oversight of Student & Public Accommodations Processes; Strategic Initiatives & Reporting; Budget

• Division of Institutional Integrity
  • Reports to General Counsel, Office of General Counsel

• 20 years experience in disability resources
PRESENTER INTRODUCTIONS

EMILY SINGER LUCIO

- Started as a Disability Coordinator. Moved up to a Director. Moved into the role of a stand alone ADA Coordinator in 2015
- Responsible for coordinating and monitoring the university’s compliance efforts with the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; and other federal, state, and local laws pertaining to persons with disabilities and accessibility
- Ensuring continual efforts for access and inclusivity in employment, instruction, virtual and physical environments and programs
- Collaborates with university offices, government agencies, and advocacy groups regarding accessibility issues
- Develop, implement, and manage the grievance protocols and procedures
- The ADA/504 Coordinator reports to the Vice President for Diversity & Inclusion
PRESENTER INTRODUCTIONS
TINA VIRES

• Director, Office of Accessibility Resources & Services (OARS)
  • Oversight of OARS, informal student grievances; consult on other access concerns

• Division of Student Affairs
  • Reports to Associate Vice Chancellor

• 18+ years experience in the field
  • small private university; S/M and huge public; now M/L
  • + = 4 children; 2 ASD; 1 chronic med; 1 ADHD, ODD, CD, LD
PRESENTER INTRODUCTIONS

LORRE WOLF

Director role:
- Oversee process for accommodations for students, all campuses
- Develop and enforce policy regarding student accommodations
- Training of academic units
- Development of fundamental alteration statements
- Communication access students, employees, guests, visitors
- Manage budget for above

ADA/504 Role:
- Access compliance
- Facilities
- Digital (including procurement)
- Events
- Investigation of student grievances
- Liaison with EOO
- Training of non-academic units
LET’S TAKE A POLL

• How many people are only an ADA Coordinator- that does not handle accommodations?
• How many are an ADA Coordinator that handle staff accommodations?
• How many are a DS Director with the added responsibilities of an ADA Coordinator?
QUESTIONS FOR DISCUSSIONS

• Can you describe your role at your school?
• Can you share your thoughts on your role the way it is set up? What would you change?
• Who deals with grievance procedures?
• Do you have a grievance procedure?
• For schools that don’t have an ADA Coordinator in any capacity, what tips would you give as to why they should have one and how to go about it?
ADA REGULATIONS

The ADA regulations require public entities that have 50 or more employees to designate at least one responsible employee to coordinate its ADA compliance. 28 C.F.R. § 35.107(a). State and local governments commonly refer to the individual with this responsibility as the “ADA Coordinator.”
504 REGULATIONS


Designation of responsible employee. A recipient that employs fifteen or more persons shall designate at least one person to coordinate its efforts to comply with this part.
DOJ DEAR COLLEAGUE LETTER

From February 4, 2022

The Dear Colleagues Letter explains that the ADA Coordinator “may serve as the point of contact for individuals with disabilities to request auxiliary aids and services, policy modifications, and other accommodations in order to participate in the services, programs, or activities of the public entity.”

WHAT SHOULD AN ADA COORDINATOR LOOK LIKE?

Domain 1: Leadership & Collaboration
Domain 2: Consultation & Information Dissemination
Domain 3: Access and Equity
Domain 4: Office Administration and Operations
Domain 5: Professional Development

from AHEAD Program Domains, Standards, and Performance Indicators
RESPONSIBILITIES

- Knowledge of ADA regulations and guidelines
- Assure compliance with federal, state and local laws, regulations and standards
- Coordinate activities among a number of departments
- Define and implement policies and procedures
- Establish and oversee grievance procedures
- Provide guidance and make determinations
- Identify and utilize appropriate resources
- Work with individuals with disabilities
RESPONSIBILITIES

- Coordinate compliance efforts
- Conduct self-evaluation plans
- Implement transition plans
- Monitor ongoing progress
- Serve as point of contact
- Communicate policy
- Coordinate programs
- Complaint Resolution
- Track progress
- File reports
SAMPLE JOB DESCRIPTIONS

Persons charged with ADA compliance for their campuses have a variety of Position Titles and Descriptions and often wear many hats. Below is a list of some sample descriptions.

- University ADA Coordinator [PDF]
- Title IX and ADA Coordinator [PDF]
- Access Coordinator (Student Development Specialist II) [PDF]
- Coordinator of Accessible Technology [PDF]
- Director, Deputy ADA Coordinator [PDF]
- Deputy ADA Coordinator [PDF]
- Deputy Americans with Disabilities Act (ADA) Coordinator [PDF]
- Americans with Disabilities ADA Coordinator [PDF]
- ADA and Accessibility Services Specialist [PDF]
RESOURCES

- ADA Coordinator Training Certification Program (ACTCP), [http://www.adacoordinator.org/](http://www.adacoordinator.org/)
- ADA National Network, [https://adata.org/faq/what-are-public-or-private-college-universities-responsibilities-students-disabilities](https://adata.org/faq/what-are-public-or-private-college-universities-responsibilities-students-disabilities)
Session Evaluation

Please point your phone at this QR code, or go to:

tinyurl.com/AHEADeval

Your feedback helps shape future programming.

Thank you for attending!