



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Risk Management Specialist - ADA** FLSA Status: **Exempt**  
 Job Family: **Support Services** Pay Range: **SS35Y**  
 Prepared/Revised Date: **June 15, 2022** Job Code: **33900**

**SUMMARY:** Under the general supervision of the Director of Records & Risk Management, this position's primary responsibility is implementing, monitoring, and evaluating the District's compliance with the Americans with Disabilities Act (ADA), Titles I, II & III, and other applicable federal and state laws and regulations pertaining to accommodation and accessibility. As part of the Risk Management team, the position may also assist in other areas such as employee and student safety.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g., 10 hours of a 40-hour work week = 10/40 = 25%
1. Collaborate with the Workers' Compensation Risk Specialist and Benefit Services to ensure District compliance with workers' compensation, leaves of absence, and the ADA.	D	20%
2. Implement a tracking system for requests for and accommodations provided. Follow up with employees with accommodations on a routine basis no less than at least once a year. Develop appropriate forms and communications.	D	15%
3. Provide technical advice to employees, schools, and departments regarding accessibility to websites, District facilities and other resources. May serve as the District's ADA Coordinator under Title II.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Initiate the interactive process with employees and applicants who have requested accommodations under the ADA. Determine if the employee or applicant has a disability under the ADA and if so, whether the employee or applicant is entitled to a reasonable accommodation because of the disability. Evaluate how the disability or impairment affects the employee's ability to perform the essential functions of the position or barriers to applying. Identify and implement reasonable accommodations. May also serve as the ADA point of contact for requests for accommodations from members of the public.	M	25%
6. Serve as the Committee Coordinator and Chair for the District's Reasonable Accommodation Committee, which monitors the District's compliance with and the ADA and consistency in providing accommodations throughout the District.	M	5%
7. Work with Strategic Sourcing and the Contract Manager to ensure products the District purchases, such as software applications and other goods and services, are ADA compliant.	M	5%
8. Develop and provide support and training to administrators and supervisors regarding the requirements under ADA, and related district policies and procedures.	A	10%
9. Manage and coordinate the post-offer/pre-employment and fit-for-duty physical programs. Ensure post-offer/pre-employment tests are validated by a third party. Provide Human Resources with validated physical demands to incorporate into job descriptions.	A	5%
10. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100.00%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in public or business administration, human services, social sciences, or related field.
- Three (3) years of professional level experience providing consultation, guidance, and training in ADA compliance providing disability, accessibility, inclusion, and accommodation service for individuals with disabilities.
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- ADA Coordinator Training Certificate, preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of the provisions of Titles I, II & III of the ADA and other applicable federal and state laws and regulations pertaining to accommodation and accessibility
- Experience in a school system preferred, but not required
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to travel to District locations to meet with employees in their place of work
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand	X			
Walk	X			
Sit	X			
Use hands to finger, handle, or feed	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk	X			
Hear	X			
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy	X			
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	