



Job Title	Coordinator for Autism and Neurodivergent Services
PVN ID	LA-2403-006184
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Office of Accessibility Services
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 19, 2024 (Or Until Filled)

General Description

LaGuardia Community College (LaGCC) is seeking an experienced and dedicated individual to fill the position of Coordinator for Autism and Neurodivergent Services within the ACCES Pre-Employment Transition Services Program. This grant-funded role is instrumental in facilitating the successful transition of students with disabilities from postsecondary education to meaningful employment opportunities. The Coordinator for Autism Services, reporting to the Director of the Office of Accessibility Services, ensures compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. This role involves coordinating services for students with learning differences, particularly those associated with Autism Spectrum Disorder (ASD), ADHD, executive functioning challenges or severe social anxiety. The coordinator will provide counseling, support, and resources, working collaboratively with the Wellness Center, Career Services, the Office of Accessibility, and other college leaders to promote a culture of student learning and engagement.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

Responsibilities:

- Assess the presenting needs of Neurodiversity students and connect them to appropriate campus and community support services.
- Conduct workshops and outreach activities for faculty, staff, and students to increase awareness of mental health and wellness resources.
- Maintain accurate records of student contacts, referrals, and activity logs for reporting purposes.
- Serve as a resource to faculty and administrative staff regarding students with mental health needs and behavior issues.
- Evaluate documentation from qualified professionals to determine student-specific accommodation plans.
- Coordinate students' academic, career, and personal support needs with relevant campus departments.
- Analyze student academic difficulties and situations to determine appropriate accommodations.
- Ensure faculty and staff are well-informed about laws governing students with Autism and ADHD.
- Manage day-to-day operations of the LaGCC Neurodiversity Program, including budget management,

staffing, and scheduling accommodations.

Other Duties

Other Duties and Responsibilities:

- Assists with the development of forms, procedures, and policies for the Office of Accessibility and Neurodiversity Program
- Coordinate academic, career and transition services for students requiring academic accommodations.
- Disseminate information through departmental and institutional publications.
- Provide ASD/ADHD/Executive Functioning coaching services to qualified students.
- Perform additional duties as assigned by the director.

Qualifications

- Master's degree in an appropriate discipline from an accredited institution and at least three to six years of additional experience pertinent to the scope and complexity of the project, with at least one year of management experience.
- Six years of related, post-baccalaureate, professional experience.
- Experience counseling neurodivergent populations, including those with Autism Spectrum Disorder and ADHD.
- Ability to review student records for ADA accommodation needs.
- Cultural competency and experience providing crisis counseling services in a higher education setting.
- Excellent interpersonal skills, attention to detail, and ability to manage multiple projects.
- Proficiency in standard MS Office programs.
- Ability to organize and supervise the work of administrative and support staff.
- Knowledgeable in ADA-504 Regulations and disability Paradigms.
- Familiarity with post-secondary education systems and working with diverse student populations from cross-disability backgrounds.
- Experience collaborating with ACCES-VR, NYSCB, OPWDD, and other governmental agencies.
- Commitment to diversity, equity, and inclusion.

Preferred Qualifications:

- New York State licensed or license eligible as a mental health practitioner (LMHC, PsyD or LCSW) or as a Board-Certified Behavior Analyst (B.C.B.A).
- Experience providing clinical supervision to employees seeking licensure in a mental health or BCBA profession.
- Familiarity with issues related to psychological, academic, and career development.

About LaGuardia Community College

LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY.

LaGuardia offers more than 60 associate degree and certificate programs. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce.

In 2022, LaGuardia served over 23,000 students in pre-college, associate degree, and continuing education programs. More than one-third of LaGuardia students are foreign-born. They come from 130 countries and speak 54 heritage languages. More than half (54 percent) are first-generation college students. Virtually all students are ethnic minorities (88 percent), 57 percent are women, 29 percent are over the age of 25. Forty-eight percent of LaGuardia students are Hispanic, almost double the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Seventy-three percent of LaGuardia students receive some form of government financial aid.