

Job Descriptions

Competencies for Job Classification

Job Responsibilities Worksheet

Employee Name:	Susan Hayya
Current SPEC Title, Grade, Code:	Coordinator, Library Services for Persons with Disabilities, Grade 19, 4493
Proposed Working Title:	Specialist: Disability Services
Rep Area and Work Area	University Libraries
Position Number: (provided by HR Rep)	00529000

	Duties	% of Time	New Duty (X)	Essential Function* (X)
1.	Coordinating the scanning operation with the University's Office of Disabilities and also with the department of Information Technology Services. My department scans and edits print materials for persons who are blind, visually impaired, and who are learning disabled. I assist the University's Office of Disabilities in contacting permissions officers at publishers in order to obtain electronic books and copyright permission. Also, I coordinate and oversee the day to day operations of the library's special computer lab for persons with disabilities. This coordination effort includes, combining staff and technical resources and assisting in evaluating technology.	30		X
2.	Developing and providing variety of instructional presentations, training, and department tours to University employees, local community organizations, and other schools and colleges in the Commonwealth. Please see the attached lists of activities and contacts. One objective of these presentations, workshops, and tours is to represent the Library as an advocate for the disabled to promote awareness and sensitivity. My second objective is to assist in executing the University Libraries mission: "to fulfill our commitment to the public, making our collections accessible to hundreds of residents in communities throughout the Commonwealth and beyond" (Eaton, 2005).	30		
3.	Evaluate and test assistive software and assistive devices for the disabled.	20		X

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4.	Evaluate and respond to requests from patrons for information regarding assistive technology.	10		X
5.	Assist patrons with using adaptive technology	5		X
6.	Retrieve library materials for patrons unable to access material for themselves due to a disability.	5		
7.				
8.				
9.				
10.				

* The essential functions should describe the reasons a job exists; it includes those duties and tasks that are fundamental to the position. This is required by the Americans with Disabilities Act (ADA).

Competencies for Job Classification

Scope Data

Scope describes the extent or range of operation for a job. Please give examples of the size and extent of activity over which this job has control or has impact., such as size of budgets, numbers of students, numbers of faculty supported, extent of impact (department-wide, college-wide, university-wide)

The position impacts on the University by promoting and supporting the University's diversity initiatives. And since access to information for the disabled is the law, failure to provide services to the disabled could result in litigation. The services that the department provides impacts greatly on the students we serve. The services that we provide help to promote their academic success. Besides the morality of the mission, the University receives good public relations.

Organizational Chart

Please attach or insert an organizational chart that depicts the reporting relationship of this job. If the job reports to a department within a larger organization, please show the overall reporting structure.

From top down:

Sally Kalin, Associate Dean, University Libraries

Ann Snowman, Head, Access Services

Susan Hayya, Coordinator, Library Services for Persons with Disabilities

Competencies for Job Classification

Job Responsibilities Worksheet

Employee Name:	Gerald Wion
Current SPEC/Competencies Title, Grade/Level:	Digital Scanning Technician, Grade 15, 3703
Working Title: (if different from SPEC/Competencies Title)	
Rep Area and Work Area:	University Libraries Disability Services
Position Number: (provided by HR Rep)	00881

	Duties	% of Time	New Duty (X)	Essential Function* (X)
1.	Evaluate print material and select appropriate alternative format to accommodate students and patrons	35%		X
2.	Proofread and edit converted material to ensure readability by software	30%		X
3.	Instruct students in use of assistive technologies	5%		X
4.	Maintain Department's website, oversee archival databases, maintain statistical data, and perform backup procedures	10%		X
5.	Respond to information requests from staff regarding services and technology. Facilitate students' in-depth research, provide reference information	10%		X
6.	Assist Coordinator in developing presentations and displays in support of outreach activities	5%		X
7.	Supervise and participate in interviewing part-time staff	5%		X
8.				
9.				
10.				

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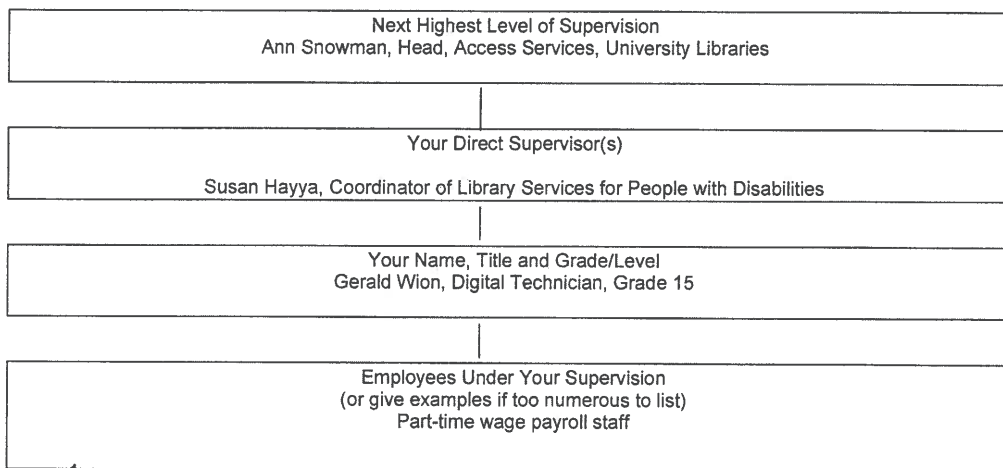
Scope Data

Scope describes the extent or range of operation for a job. Please give examples of the size and extent of activity over which this job has control or has impact, such as size of budgets, numbers of students, numbers of faculty supported, extent of impact (department-wide, college-wide, University-wide).

The impact that this job has on people with disabilities is significant. At least 2% of all Penn State students have a known document disability. Providing print material in alternative format provides to people with disabilities an equal opportunity to succeed in college and in the workplace.

Reporting Structure

If available, please attach or insert an organization chart that depicts the reporting relationship of this job. If an organization chart is not available, please show the overall reporting structure below.



Gerald Wion
Employee Signature

6/16/09
Date

Susan H. Hayya
Manager/Supervisor Signature

6/16/09
Date



Human Resources

Information Services and Resources Associate/Co-ordinator, Services for Students with Disabilities

Department:	Library - Information Services and Resources: Porter	Effective Date:	March 2005
Grade:	USG 7	Reports to:	Librarian

General Accountability

The incumbent has two distinct areas of responsibility. As co-ordinator of services offered through the Adaptive Technology Centre located in the Library, the incumbent helps people* with disabilities learn how to access and use Library services, information resources, and adaptive equipment available in the Centre. As a Library Associate in the Information Services and Resources department (ISR), the incumbent provides information service from one or more information service points and has responsibilities associated with library instruction and/or managing information resources.

The incumbent's time is divided more or less equally between the two areas of responsibility.

* Usually students, but assistance is available to anyone with a disability.

Nature and Scope

Adaptive Technology Centre

The incumbent reports to a liaison librarian in ISR and works closely with the Director, Office for Persons with Disabilities. As co-ordinator of services offered through the Adaptive Technology Centre, the incumbent works directly with students with disabilities to help them learn about Library services and resources available to them and how to access and use those services and resources. When the Library does not have material in a format that meets a student's needs, the incumbent tries to locate and obtain alternative formats such as electronic files, Braille and audiotapes. This responsibility requires working with staff at external agencies such as publishers, the W.R. Macdonald School, and Recording for the Blind and Dyslexic as well as the Office for Persons with Disabilities, and, in some instances, a student's professors.

The incumbent maintains an awareness of new developments in equipment and software designed to aid learning for people with disabilities, and recommends upgrades or new purchases of such equipment and software to the Director, Office for Persons with Disabilities or to the Manager, Library Communications and Development, as in the case of the Doris and Ross Dixon Charitable Foundation Adaptive Technology Fund. The incumbent ensures that equipment located in the Adaptive Technology Centre is in good working order. He/she troubleshoots technical difficulties that may arise with the adaptive equipment. The incumbent also acts as on-site manager to Work-Study students involved in research and transcription activities for students with disabilities. The incumbent serves as the Library's liaison with the Office for Persons with Disabilities on matters associated with Library services and participates in discussions about developments and concerns of interest to those working with students with disabilities. The incumbent also serves as a resource person for Library staff, helping them develop sensitivity to the needs of students with disabilities and to develop services and skills necessary to respond to those needs. The incumbent also creates and maintains print and web-based publications designed to provide information about Library services and

resources available to students with disabilities.

Information Services and Resources

Responsibilities as a Library Associate in ISR fall under three main areas of activity. The following description applies to several Library Associates in ISR; the extent to which the incumbent for this position will be involved in B and C below will be determined once an incumbent has been selected.

A. Information Service

- The Information Services and Resources Department provides information service to a wide client group with the focus on faculty, students, and staff of the University of Waterloo. The incumbent assists in the provision of this service by analyzing and interpreting clients' queries and helping them locate and use library resources. This assistance may be given from one or more of the department's service points.

B. Library Instruction

- Library instruction is any planned teaching of information retrieval and evaluative skills which is designed to foster information literacy amongst UW students, faculty, and staff. The incumbent gives library tours, staffs library displays and assists liaison librarians in both the preparation of library instructional materials and in the delivery of library instruction classes.

C. Information Resources Management

- Information resources management makes available to members of the University of Waterloo community resources related as closely as possible to their teaching, learning, and research needs. Under the direction of individual liaison librarians, the incumbent assists with the management of collections projects, such as collections evaluation, collections policy revision, and serials cancellation. The incumbent verifies bibliographic and holdings information, and gathers and organizes information necessary for purchase decisions or for collections management work.
- The incumbent may also process gifts, assess resources being considered for purchase, initiate catalogue record updates, and provide direction to clerical staff members or shelvers, and make rebinding decisions.
- In carrying out responsibilities associated with resources management, the incumbent may work with staff throughout the Library, particularly those in Acquisitions, and Cataloguing.

Statistical Data

Specific Accountabilities

1. Work with individuals with disabilities to help them learn about Library services and resources available to them and how to access those services and resources.
2. As necessary, obtain alternatives to print format for use by individual students.
3. Maintain an awareness of new developments in equipment and software designed to aid learning for people with disabilities and, as appropriate, recommend upgrades or new purchases of such equipment and software to the Director, Office for Persons with Disabilities or to the Manager, Library Communications and Development.
4. Ensure that equipment located in the Adaptive Technology Centre is in good working order. Troubleshoot difficulties with the Centre's adaptive equipment and act as manager to Work-Study students working in the Centre.
5. Serve as the Library's liaison with the Office for Persons with Disabilities on matters associated with Library services and participate in discussions about developments and concerns of

interest to those working with students with disabilities.

6. Serve as a resource person for Library staff, helping them develop sensitivity to the needs of students with disabilities and to develop services and skills necessary to respond to those needs.
7. Create and maintain print and web-based publications designed to provide information about Library services and resources available to students with disabilities.
8. Provide information service from one or more of the ISR service points, including the Dana Porter Information Desk, and/or the Library's electronic reference service. Follow-up work arising from this service may be required from time to time.
9. Participate in the general activity of the Information Services and Resources Department.
10. Provide support to one or more Liaison Librarians with regard to library instruction and/or resources management

Working Conditions

Human Resources
General Services Complex
University of Waterloo
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
519 888 4567 ext. 35935

contact us | give us feedback | <http://www.hr.uwaterloo.ca>



