

ADA ACCOMMODATIONS SPECIALIST



Human Resources Department

Purpose:

Serves as the District's primary individual responsible for all employee ADA accommodation requests, ensuring consistent, timely, and legally compliant handling of requests. This position manages the full ADA accommodation lifecycle, facilitates the interactive process, and maintains comprehensive documentation to support compliance with the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), applicable state laws, and District policies..

Reports to: Human Resources Systems and Operations Manager

Nature and Scope:

Performs specialized, professional-level work of a complex and sensitive nature requiring independent judgment and a high degree of discretion. Work is performed under general supervision and involves interpreting laws, regulations, policies, and procedures related to employee accommodations while collaborating with supervisors, administrators, and HR staff across the District.

Essential Job Functions:

1. Conducts oneself in the best interest of students and employees, in accordance with the highest traditions of public education and in support of the District's mission.
2. Serves as the primary point of contact for all employee ADA accommodation requests, including intake, evaluation, decision-making, implementation, communication, and closure.
3. Manages the full ADA accommodation lifecycle, ensuring timely, individualized, and well-documented determinations in compliance with applicable laws and District policies.
4. Facilitates and documents the ADA interactive process with employees, supervisors, human resources staff, healthcare providers, and other relevant parties.
5. Reviews and evaluates medical documentation and job function information to determine reasonable accommodations and assess undue hardship considerations, in consultation with HR leadership or legal counsel as appropriate.
6. Collaborates with supervisors, Facilities, IT, Transportation, and other departments to coordinate and implement approved accommodations.
7. Maintains accurate, confidential records and tracking systems related to ADA requests to support audits, grievances, or external agency inquiries.
8. Provides guidance and technical assistance to administrators and supervisors regarding ADA obligations, reasonable accommodations, and implementation expectations.
9. Identifies trends, recurring issues, or systemic barriers related to accommodations and recommends process or policy improvements.

10. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

- Knowledge of the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), and principles of reasonable accommodation.
- Knowledge of human resources practices, confidentiality standards, and employment-related compliance requirements.
- Ability to apply laws, policies, and procedures to complex employee relations situations.
- Ability to communicate effectively with employees, administrators, healthcare providers, and the public using tact, discretion, and good judgment.
- Ability to analyze job functions, documentation, and accommodation options and make sound, defensible recommendations.
- Ability to maintain accurate records and prepare clear written documentation.
- Ability to work with accuracy and attention to detail while managing multiple cases and deadlines.
- Ability to understand and execute oral and written instructions, policies, and procedures.
- Ability to operate standard office and computer equipment.
- Ability to physically perform assigned duties.

Required Qualifications:

1. Bachelor's degree or equivalent experience in Human Resources, Business, Public Administration, or a related field.
2. Two years experience administering ADA, FMLA, or disability related processes.

Working Conditions:

Work is primarily performed indoors with extended periods at a computer. Some in-district travel and occasional attendance at meetings outside normal working hours may be required.

Employee Calendar(s): 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Compensation: Tech 7

Date Approved: June 25, 2026

Date Revised: June 25, 2026

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

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Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting					C
Stationary Standing		R			
Walking: level surface			O		
Walking (uneven surface)		R			
Crawling	NA				
Crouching (bend at knees)		R			
Stooping (bend at waist)		R			
Twisting (knees/waist/neck)		R			
Turn/pivot		R			
Climbing (stairs)		R			

Physical Requirements	NA	R	O	F	C
Climbing (ladder)	NA				
Reaching overhead		R			
Reaching extension		R			
Repetitive use arms			O		
Repetitive use wrists			O		
Repetitive use hands grasping				F	
Repetitive use hands squeezing			O		
Fine manipulation				F	
Using foot control	NA				
*Pushing/Pulling Max wt: 30 lbs.		R			
*Lifting/Carrying Max wt: 30 lbs.		R			

*Identify items typically moved: Office equipment

EMPLOYEE WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance.
- B. Follow site and/or District protocol for reporting absences.
- C. Follow all District policies, work procedures.
- D. Follow all reasonable requests/instructions by proper authority.
- E. Maintain the integrity of confidential information relating to students, staff, and District operations.
- F. Work independently in the performance of routine duties.
- G. Make sound decisions.
- H. Participate in required meetings and trainings related to the position.
- I. Maintain required licenses/certifications and successfully complete required trainings for the position.
- J. Utilize the District's electronic systems and applications related to the position.

- K. Dress in a professional and appropriate manner for the assignment and work setting.
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
- M. Cultivate and model a respectful working and learning environment.
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: