Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**ADA (Americans with Disabilities Act) Specialist**	FLSA Status:	**Exempt**
Job Family:	**Classified - Support Services**	Pay Range:	**SS35Y**
Prepared/Revised Date:	**July 16, 2025**	Job Code:	**34416**

SUMMARY: Responsible for implementing, monitoring, and evaluating the District's compliance with Title II of the Americans with Disabilities Act (ADA), the Pregnant Workers Fairness Act (PWFA), the Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act, and other applicable federal and state laws and regulations pertaining to accommodation and accessibility.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Collaborate with multiple departments, including but not limited to, Human Resources, Benefits, and Risk Management to ensure compliance and consistency with District policies and procedures such as leaves of absence and Workers' Compensation in connection with the ADA; Talent Acquisition and Retention to promote equitable recruitment and employment practices and provide support to both applicants and hiring staff/managers; and other departments as needed.
2. Develop training and provide ongoing support and resources to District administrators and supervisors regarding the requirements under Title II of the ADA, the PWFA, and the PUMP Act in collaboration with the Accessibility and ADA Coordinator.
3. Create, maintain, and update appropriate forms, documentation, communication, and tracking system(s) for employee and applicant accommodation requests and the interactive process.
4. Initiate the interactive process with employees and applicants who have requested accommodation under the ADA or PWFA. Determine if the employee or applicant has a disability or impairment and if so, whether the employee or applicant is entitled to a reasonable accommodation. Evaluate how the disability or impairment affects the employee's ability to perform the essential functions of the position, or the barriers an applicant encounters in the hiring process. Upon completion of the interactive process and identification of reasonable accommodation(s), implement, track, and follow up on accommodation(s) to determine effectiveness.
5. Ensure District-wide compliance with the PUMP Act; tracking and monitoring the designated lactation spaces across the District and providing support for employees and supervisors, when needed, under the PUMP Act and related District guidelines and procedures.
6. Manage and coordinate the post-offer/pre-employment and fit-for-duty physical programs, ensuring tests are validated by a third party. Manage and coordinate requests for ergonomic evaluations. Work with Human Resources to incorporate validated physical demands into new and existing job descriptions.

7. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in public or business administration, human services, social sciences, or related field preferred
- Two (2) to three (3) years of professional level experience providing consultation, guidance, and training in ADA compliance; providing disability, accessibility, inclusion, and accommodations for individuals with disabilities
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- ADA Coordinator Training Certification, preferred (must start within six (6) months of hire and complete within two (2) years of hire)

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
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, and the ability to interpret said laws, codes, procedures, precedents, and regulations
- Experience in a school system preferred, but not required
- Oral and written communication skills
- English language skills required; bilingual skills preferred
- Interpersonal relations skills
- Critical thinking and problem-solving skills
- Ability to travel to District locations to meet with employees
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- 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, District policies, administrative guidelines 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 and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Accessibility and ADA Coordinator	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	