Title: 
Accessibility Committee Coordinator

Two Positions – Fall/Spring and Spring/Fall

Work Credit: 
Full dining
Choice of dining co-op

Payroll: 
Stipend equal to one-half of the OSCA board bill (less taxes)

Time Required: 
10 to 15 hours per week

Responsible to: 
OSCA Board, President, General Membership

Support People: 
OSCA Board, General Management Team, Accessibility Committee

Appointed by: 
Accessibility Committee Coordinators, Membership Secretary, Sexual Offense Policy Advocate (one)

Sit on Appointments: 
Accessibility Committee Coordinators, Nutrition Coordinator,
Sexual Offense Policy Advocates

General Responsibilities

The Accessibility Coordinators will act as advocates for member(s) upon the member's request with regard to issues of accessibility or potential privilege and oppression as outlined in OSCA’s accessibility policies and the COPAO charter.

- Work to make OSCA more accessible for all members and potential members.
- Encourage dialogue and provide education regarding issues of privilege and oppression in co-ops and on the all-OSCA level.
- Act as a resource or potential advocate for members seeking accommodations, or encountering uncomfortable or inaccessible situations in their co-ops.
- Plan the mandatory privilege and oppression workshops each semester in collaboration with the Education Coordinators.

Specific Responsibilities

Meetings

- At the beginning of each semester, meet with the Membership Director and Nutrition Coordinator to review special accommodations policies and procedures.
- The incoming Coordinator attends the Board retreat (or equivalent training) and relevant weekly Board meetings.
- The continuing Coordinator attends Facilities Accessibility Need (FAN) meetings with the College. One or both of the Coordinators will attend the Long-Range Planning Committee as necessary or if requested to attend. This enables active communication with College officials about physical accessibility in OSCA.
- Both Coordinators co-chair the Accessibility Committee and its sub-Committee on Privilege and Oppression (COPAO). Attend meetings and request additional specific members as needed (see the Accessibility Committee continuing policy for the list of members).
- Give missed jobs to members of COPAO who do not attend meetings or fail to keep up with group projects or individual responsibilities in their co-ops.
- At least one Coordinator must sit on the Finance Committee when scholarship applications are being reviewed. Come prepared to discuss financial accessibility with the committee, including information regarding specific criteria in the applications that should be given consideration.
- At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.
- Hold weekly office hours with the SOPAs as part of a “community support” office hour, in either the OSCA office or another publicized location.
- Be accessible to OSCA members by phone, email, office hours, or by appointment.
Education, Outreach and Advocacy

In the beginning of the semester:

- In the first week of the semester, distribute information to all OSCA members regarding OSCA’s accessibility policies (similar to the SOPA pamphlets), and write a personalized letter to all OSCA members explaining these policies, describing your role as OSCA’s Accessibility Committee Coordinator, and providing contact information. Make sure to update pamphlets with current policy and contact information.
- Contact iDLECS and DLECS with information regarding the Accessibility Committee and COPAO to share with their co-ops (including the date for the Accessibility/COPAO Rep training), and strongly urge them to elect Accessibility and COPAO Reps as soon as possible.
- Plan a training meeting for the Accessibility and COPAO Reps that includes education on issues of privilege and oppression, facilitation, conflict resolution, advocacy for individual co-op members, trans and queer issues, anti-racism, dis/ability issues, allyship, and OSCA’s accessibility policies (see section three for information about finding resources).
- Both Coordinators must attend the Board retreat (or equivalent training) and prepare to give a presentation on OSCA’s accessibility and anti-oppression resources.

Throughout the semester

- Contact individuals who requested information about OSCA’s accessibility policies in their applications to inform them of potential accommodations and address any questions or concerns they might have regarding accessibility in OSCA. After the lottery in the Spring, these individuals must be contacted before membership contracts are due to allow them time to determine whether OSCA will be able to accommodate their particular needs. Please contact the Membership Secretary to obtain these members’ names.
- If Accessibility/COPAO Reps are not elected within a co-op, one of the Accessibility Committee Coordinators must act as an advocate for self-identified disabled members in that co-op (see the persons with disabilities membership continuing policy, section 2, part 2, “Implementation” for specific responsibilities and forms of advocacy).
- Meet with members requesting accommodations for any kind of documented disability and members requesting alternative eating arrangements to seek immediate solutions. Communicate with the Accessibility Committee to address any policy related or individual concerns (anonymously, of course, unless specified otherwise), and confirm members’ demonstrated needs to the Membership Secretary (along with a letter that verifies need by a College official, in the case of students requesting alternative eating arrangements) to allow these members to jump the wait list into another co-op or eat in CDS.
- Make an effort to collaborate with the College’s Office of Disability Services and update them with any changes in the OSCA accessibility policies regarding accommodations for students with disabilities.
- Give presentations, present educational materials, and coordinator speakers and workshops that address issues of privilege and oppression. Communicate with the MRC to collaborate on these events. Also, contact the NASCO Director of Education and Training about potential workshops and educational materials.
- Work with the Education Coordinators to put on mandatory privilege and oppression workshops each semester for all members of OSCA (members must attend at least one such workshop per academic year).
- Inform the wider Oberlin community about OSCA’s accessibility policies.

At the end of the semester

- Fall semester, meet with the Winter Term Membership Secretary and train them to take over accessibility-related responsibilities over winter term (see Winter Term Membership Secretary job description).

Other Responsibilities:

- Educate yourself about the history of accessibility issues in OSCA, including history of the Accessibility Committee, COPAO, and Third World Co-op.
- Revise old and outdated policies, and write new proposals to address issues of accessibility.
• The Accessibility Committee Coordinators are responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week's Facilitation meeting. Submit either a summary or full minutes of each of your committee's meetings to be included in the Board packet.
• Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
• Appoint and train your Replacement.
• Revise this job description and the Accessibility/COPAO Rep job description at the end of the year.
• Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.
• Plan ahead!

**Things you need to know to do your job and how to find them out**

• Learn about OSCA's history and find resources and educational materials by talking to the Theory & History Coordinators. Also, check out the OSCA library and peruse the hundreds of files in the Accessibility/COPAO folder on the office computers.
• Be comfortable running meetings and become familiar with facilitation strategies. These skills can be learned by attending a facilitation meeting or workshop at the beginning of the semester for new members of OSCA, which is led by the Education Coordinators.
• Be familiar with the physical layout of the co-ops to be most helpful to members seeking accommodations for disabilities. Keep a record of which buildings are accessible/inaccessible and in what ways. It's important to keep track of whether the Harkness elevator is functioning!
• Remember that you are a committee coordinator. Utilize your committee to help you make decisions, complete tasks, brainstorm and more!

**General Advice**

• Be prepared to face apathetic and unmotivated Accessibility/COPAO Reps who are easily overwhelmed and need a lot of guidance and support. By the time the training happens, you must already have ideas of things you want to accomplish for the semester.
• Establish semester goals for COPAO at the first meeting and stick to accomplishing them! Keeping a written or typed timeline is really helpful for both the Reps and the Coordinators. The timeline should be flexible, but be sure to stick firmly to agreed-upon deadlines. Also, make sure the Reps are fulfilling all their responsibilities. Requesting activity reports from the Reps helps them stay on track and allows you to keep a record of what they are doing in their co-ops and how much time they are spending doing their jobs.
• Be prepared to handle conflict and resistance. People on your committees, in regular members, and members of the Board all have different ideas about how accessible OSCA is and opinions on how to address issues of accessibility. Actively listen, engage, and cooperate, but don't be hesitant to be firm and direct.
• Take initiative! Organize proactively as much as you can; come up with projects to tackle and do them!

Approved by the Personnel Committee