



Americans with Disabilities Act Compliant Words for Job Descriptions

In writing job descriptions, some words are better than others. Certain words tend to exclude individuals with disabilities (e.g., see or hear). It is better to choose words that convey the actual requirements of the job without limiting the physical demands to certain abilities. The following table contains examples of words that tend to be exclusionary and substitutes for these words.



	Inputs Drafts/writes, Compiles/retrieves Makes/constructs Creates/fabricates Collects, Serves/services	
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	Occasionally ascends/ descends a ladder to service the lights and ceiling fans.
Stoop, kneel, crouch, or crawl	Position self (to), Move	Constantly positions self to maintain computers in the lab, including under the desks and in the server closet.

Talk/hear

Communicate, Detect,
Converse with, Discern,
Convey, Express oneself,
Discuss, Exchange information

The person in this position
frequently communicates with
students who have inquiries
about their,4(u)3(t)-5()4(t)5(h)-3(ei

		for customers.
Strength, Carry weight, lift	Move, Transport, Position, Put, Install, Remove/replace	Frequently moves Audio/Visual equipment weighing up to 50 pounds across campus for various classroom and event needs.
Exposure to work	Exposed, Work around	Constantly works in outdoor weather conditions.

Examples:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This is largely a sedentary role; however, some filing is required. This would require the ability to move files, open filing cabinets and bend or stand as necessary.

Regularly works around moving mechanical parts and in outside conditions that include inclement weather,

