

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISABLED STUDENT PROGRAMS & SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of an appropriate administrator the Disabled Student Programs and Services (DSPS) Specialist will assume responsibility for the following areas and students: recruits, assesses, hires, supervises, evaluates and terminates students who function as tutors, note takers, readers, scribes, captionists, and student aids; monitors tests being administered for Imperial Valley College instructors; functions and communicates effectively with students who have a learning, physical, mental and/or other health disability ; currently or concurrently enrolled high school students recruited or referred for DSPS services; and limited English-speaking DSP&S students or candidates for services needing assistance or information regarding DSP&S services.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Process intake interview with new IVC students applying for services through DSPS and collect documentation regarding their disability. *E*

Coordinate Orientation for new incoming DSPS regarding program guidelines, services and student responsibilities regarding use of services; collaborate with counselors/instructional specialist in the presentation of the Orientation. *E*

Coordinate and communicate with DSPS Coordinator, counselors, and other support staff to determine the degree and nature of academic support services to be provided to students with a disability. *E*

Develop and maintain appropriate documentation about DSPS students and the services provided to them each semester; e.g., educational services contracts, test proctoring agreements with instructors, documentation of services received by DSPS students, documentation of tutoring referrals, follow-up of referrals, and student aides' academic and work schedules. *E*

Recruit, assess, hire, supervise, evaluate and terminate student aides who function as tutors, note takers, readers, scribes, and captionists; will supervise assignments and workload of student aides, will review and sign student aides' timesheets; and will complete student evaluation documents upon termination of student aides. *E*

Develop budget projections for cost of services provided in tutoring and note taking, upon direction from the Dean and in working with the DSPS Coordinator. *E*

Coordinate test proctoring schedule with faculty and DSPS students; will function as liaison with faculty for the retrieval and return of tests; will insure testing integrity and conditions in accordance with the test proctoring agreement; and will provide audio recorded versions of tests as requested by the Instructional Specialist. *E*

Develop and maintain effective working relationships with DSPS students and their families, with DSPS staff, and with the IVC faculty. *E*

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Board Approved: June 20, 2018

Attend all staff and division meetings as required; will maintain a neat and orderly office. *E*

Participate and assume responsibilities for those services and activities that fall under the purview of the DSPTS Program, e.g., Disability Awareness Day; College and University Day; Career Fair; various events held by the DSP&S Program during the year; DSPTS in-service; programs and projects provided by Student Services personnel. *E*

Responsible for writing reports about the academic progress of DSPTS students, other documentation required by the Chancellor's Office, and IVC Administration or the DSPTS Coordinator. *E*

Attend conferences and staff meetings as required by the appropriate Dean; seek and obtain additional resources made available to the community and other college programs. *E*

Coordinate requests for adaptive classroom furniture for students and arrange for distribution and collection of furniture at the beginning and end of each semester. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Philosophy and objectives of DSPTS.

Principles and practices of training and supervision.

Interpersonal skills using tact, patience, and courtesy. Record keeping techniques.

Basic computer skills.

Basic principles of budgeting.

Correct use of oral and written English.

ABILITY TO:

Communicate effectively with students, faculty, counseling and support staff.

Establish and maintain cooperative and effective working relationships with IVC faculty and staff.

Interpret and explain policies and procedures related to DSPTS provision of educationally related accommodations to disabled students.

Understand and interpret applicable sections of Section 504 of the Rehabilitation Act, Americans with Disabilities Act, the State Education Code, and other applicable laws.

Train and provide direction to student workers.

Analyze situations accurately and adopt an effective course of action using sound judgment. Maintain records and prepare reports.

Develop budget projections.

Organize and prioritize workload.

Work independently with minimal supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate Degree in education, psychology, counseling, social work, or a related field, and two years of responsible experience working directly with and providing services to individuals with disabilities.

Fluency in Spanish, English, and American Sign Language is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s License

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|-------------------------------|----|--------------------------------|
| Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and |

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for the purpose of reading printed matter.
- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 25 pounds.
- 2 I. Ability to carry 25 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.