



## **DISABLED STUDENT PROGRAM & SERVICES SPECIALIST**

### **BASIC FUNCTION**

Under the direction of an administrator, support functions to assist students in the disabled students program; recruit and train classroom interpreters, tutors, notetakers, and other services necessary to support students in the classroom.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent in this classification supports the intake and secures specific support services for the disabled student population. The work requires extensive interaction with participants/students, faculty, staff, and others. The incumbent may oversee the procedures, equipment, and facilities required in the delivery of support services. The incumbent must possess well-developed organizational skills and communication skills related to working with students with disabilities.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.*

1. Process intake interview with new students applying for services and collect all documentation regarding their disability.
2. Coordinate orientation regarding program guidelines, services, and student responsibilities; collaborate with presenters for orientation.
3. Coordinate and communicate with administrative, instructional, and support staff to determine academic support services to be provided to students with a disability.
4. Develop and maintain appropriate documentation about students and the services provided each semester.
5. Provide training and supervision for classroom interpreters and aides, coordinate services for disabled students.
6. Assist in budget development and coordination.

7. Coordinate and facilitate test administration and proctoring services to accommodate student needs, and monitors students in the testing process.
8. Participate in meetings and on committees as assigned. Ensure coordination of support services and follow-up for disabled students.
9. Coordinate services and activities for disabled program participants; assist staff in planning, organizing, and coordinating programs and activities for disabled students.
10. Coordinate requests for adaptive furniture necessary for students. Coordinate inventory and retrieval process for furniture each semester.
11. Maintains student records according to regulations, policies, and procedures; prepares program reports.
12. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Federal, state, and local laws, codes, and regulations.
- Resources and services for disabled students.
- District organization, operations, policies, and procedures.
- Modern office practices, software, procedures, and equipment.
- Techniques of planning and marketing.
- Student services programs and procedures.
- Academic support, student outreach, and retention programs.
- Web page and database management.

### **Skills and Abilities To:**

- Read, write, and communicate.
- Draft, proofread, and edit documents.
- Work independently with little direction.
- Operate office machines.
- Operate software and data systems.
- Meet schedules and deadlines.
- Problem solving.
- Perform independently and within a team.

### **Education and Experience:**

Any combination equivalent to an associate degree in education, psychology, counseling, or a related field and two years of experience providing services to individuals with disabilities.

Classification: Disabled Student Program and Services Specialist/ Range: 19 / FLSA Status: non-exempt  
Date Last Revised: June 2018 / Date Approved:

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students with disabilities. Frequent interruptions. Medium noise level. Demanding timelines.

### **Physical Demands:**

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment. A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.