

VICTOR VALLEY COMMUNITY COLLEGE

CLASS TITLE: DSPTS SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide a variety of specialized technical services, testing, support, and accommodation services for the Disabled Students Program and it's participants; assist the area administrator in the hiring, selection, and training of support staff for student accommodation (interpreters, note takers, readers) to ensure quality service for student accommodation; solicit student input to evaluate accommodation; make recommendations to area administrator and counselors.

REPRESENTATIVE DUTIES:

Provide a variety of specialized technical student services, testing, support, and accommodation services for the Disabled Student Program participants; provide general instructional assistance, support and encouragement to program students. *E*

Perform learning disability assessments including testing and assessing students to determine eligibility for program services; provide a variety of accommodation services for student based assessments; verify student course enrollment; contact and notify students of testing dates, times and locations. *E*

Coordinate Disabled Student Programs and Services including American Sign Language Mentoring Program. *E*

Conduct program orientations for participants; assure proper and accurate information on program forms; answer questions, resolve issues and concerns related to the DSPTS program. *E*

Conduct all achievement testing; prepare testing materials such as tests and answer sheets; explain test process and testing format, conduct test; score tests and file test result data. *E*

Operate a personal computer to create files for new students as required by the California Community Colleges and Title V mandates; input tests, test scores and eligibility determinations. *E*

Perform a variety of administrative support activities; maintain student files and assure accuracy and confidentiality; distribute contact letters. *E*

Coordinate activities with the area administrator to oversee a variety of accommodation services, and support staff issues, including but not limited to hiring, selecting, training, and providing work direction to support staff for student accommodation and services. **E**

DSPS Specialist - Continued

Communicate with instructors to arrange alternate testing sites and times for program participants; administer and proctor tests. *E*

Set up and maintain program schedules for program staff; assure timesheets are accurate and complete; maintain employment records for support staff and student workers. *E*

Attend conferences, workshops, seminars and other programs as directed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective interpersonal and intrapersonal communication skills.

Modern office practices, procedures and equipment.

California Community Colleges Learning and Disabilities Assessment rules, regulations, processes and procedures.

Americans with Disabilities Act; Title V Regulations, Olmstead Act (2002) and Rehabilitation Act (1973).

American Sign Language finger spelling.

Record-keeping techniques.

Operation of a computer terminal and data entry techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

ABILITY TO:

Communicate effectively to students and other individuals of diverse physical and learning disabilities, and diverse cultural and socio-economic backgrounds.

Communicate effectively both orally and in writing.

Communicate subject matter in a clear and accurate manner.

Exercise patience, tact and sensitivity with students.

Read, interpret, explain and apply rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Perform a variety of clerical duties, including typing and maintaining records.

Operate a computer terminal to maintain records, enter and retrieve data.

Assign and review the work of others.

Learn institutional, department and program objectives and goals.

Understand and follow oral and written directions.

Work confidentially with discretion.

Work independently with little direction.

DSPS Specialist - Continued

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in social sciences or a related field and five years increasingly responsible experience working with adults with disabilities.

May require professional affiliation with the California Community Colleges Learning Disabilities Group.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and Classroom Environment:

While performing the duties of this job the employee is regularly required to sit, stand, use hands to type or handle materials, and speak to exchange information. The position requires bending and occasional of lifting up to 50 pounds.

Position requires clear and concise oral communication skills in busy and crowded office environment.

Position requires mobility across varying grades, inclines and declines to present to classroom and instructors.

Incumbent may be exposed to dissatisfied, disruptive, or abusive individuals.