

SPECIAL STUDENTS' PROGRAMS AND SERVICES AIDE

DEFINITION

To schedule and provide a variety of support services to students with disabilities on a college campus; to provide technical assistance to departmental faculty and staff in the delivery of services to students with disabilities; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an entry/journey-level classification requiring some familiarity with the problems and issues of students with disabilities on a college campus. Incumbents are expected to perform the full range of duties within a limited amount of time. This classification is differentiated from the Special Students' Programs and Services Assistant in that it is less technically oriented and has no responsibility for administrative and secretarial tasks. It is further differentiated from the Special Students' Programs and Services Math Technician in that it is not assigned the more difficult tutorial tasks related to higher-level mathematics, nor does it perform in a regular technical or functional supervisory capacity over other staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Exercises no functional or technical supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Schedule and provide a variety of support services to students with disabilities including testing accommodations, reading onto tape, and checking out specialized adaptive equipment.

Train students in the operation of various adaptive computer technologies and equipment; follow up on equipment checked out to students; schedule for needed maintenance and repair.

Drive a specially-equipped van or provide manual assistance to transport students to on-campus destinations; serve as primary van driver; maintain van schedule and an inventory of materials, supplies, and equipment needed for the van; schedule routine maintenance and repairs.

Refer students to other appropriate college and/or community programs and services to meet their needs.

Assist faculty as needed in providing specialized course instruction and lab assistance to students with disabilities.

Participate in special activities, presentations, and workshops relating to departmental programs and services to disabled students.

Prepare and maintain records and files related to student contacts and the provision of services.

Compose correspondence; compile statistics; prepare reports as required.

Perform other related duties as required.

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MINIMUM QUALIFICATIONS

Knowledge of:

Problems encountered by disabled students in obtaining college-level education.
Adaptive equipment and devices for use by students in an educational environment including computer technologies.
Agencies and community resources serving the needs of disabled individuals.
Applicable laws and statues governing access to public programs and services by the disabled such as the 1990 Americans with Disabilities Act; Title 5 Guidelines; and the 1973 Rehabilitation Act, section 504.
Basic statistical compilation and other record keeping methods and procedure.

Ability to:

Assist in identifying student concerns and problems and suggest appropriate alternatives to resolve those concerns.
Prepare and maintain a variety of records, reports, and confidential materials related to students.
Schedule and perform a variety of instructional assistance and support functions pertaining to developmental education courses and departmental programs.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Work independently and exercise good judgement in performing assigned duties.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training:

Any combination of experience and training that likely would provide the required knowledge and skill is qualifying. A typical way to obtain the knowledge and skill would be:

Experience:

Two years of experience performing increasingly responsible tasks related to the provision of services to students with disabilities and/or for students from socioeconomic or educationally disadvantaged backgrounds.

Training:

Equivalent to the completion of one year of college as a full-time student.

License:

Possession of an appropriate, valid California driver's license and a good driving record.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read printed materials including computer screen and electronic displays.
- Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.

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- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports, to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment may be used on a regular basis.