

SPECIAL STUDENTS PROGRAMS AND SERVICES MATH TECHNICIAN

DEFINITION

To coordinate, schedule, and provide services to support students with disabilities on a college campus; to tutor students in mathematics; to assist other department staff and faculty in the delivery of services to students with disabilities; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is designed to recognize technical positions functioning at a journey level with higher level tasks that require specialized knowledge and skills. It is distinguished from the Special Students Programs and Services Aide classification by its direct role in tutoring and coordinating the tutoring of students through higher-level mathematics, its functional and technical supervisory responsibilities, and its technical assistance to faculty and staff in providing services to students with disabilities. It is distinguished from the Coordinator of Special Students Programs and Services by the latter's greater scope of responsibility involving the coordination of support services, its liaison role between students and other internal/external departments and groups, budgetary duties, counseling and training functions, and its greater supervisory role. It is further differentiated from the Special Students Programs and Services Assistant by the emphasis in that classification for providing administrative and secretarial support.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Provides functional and technical supervision to student assistants or other staff as assigned.

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

Coordinate, schedule, and provide a variety of support services to students with disabilities including testing accommodations, note-taking assistance, interpreters, and student tutors.

Tutor students with disabilities from developmental mathematics levels through third semester calculus.

Schedule and provide tutorial services to students with disabilities, identify and match other tutors' strengths with individual student's needs and schedules.

Serve as a classroom assistant for Learning Skills math courses.

Assist in the scoring of psychometric testing instruments; assist faculty as needed in specialized courses and labs for students with disabilities.

Research and respond to students' questions concerning available support resources; refer students to college and community services and programs that meet their needs.

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

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

Compose correspondence; compile statistics; prepare reports as required.

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EXAMPLES OF DUTIES (continued)

Maintain an inventory of materials, supplies, and equipment.

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

Select, train, and supervise student assistants and other staff as assigned.

Safely use and operate a specially-equipped van to transport students to on-campus destinations; serve as back up van driver.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Mathematics through third-level calculus.

Problems encountered by disabled students in obtaining college-level education.

Adaptive equipment devices for use by students in an educational environment including computer technologies.

Applicable laws and statutes 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.

Agencies and community resources serving the needs of disabled individuals.

Learning strategies and techniques used to assist students with learning disabilities.

Basic statistical compilation and other record-keeping methods and procedures.

Ability to:

Tutor students from developmental-math levels through third semester calculus.

Assist in identifying student concerns and problems and suggest appropriate alternatives.

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.

Prepare and maintain a variety of records, reports, and confidential materials related to students.

Communicate effectively both orally and in writing.

Work independently and exercise good judgement in performing assigned duties.

Select, train, and provide technical or functional supervision to student assistants and other assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

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MINIMUM QUALIFICATIONS (continued)

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:

Three years of responsible experience tutoring and/or providing services to students with disabilities.

Training:

Equivalent to the completion of an Associate Degree from an accredited college or university including mathematics course work through third-semester calculus.

License:

Possession of a valid, appropriate 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 all 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.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate the 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, reports, and press releases 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 are used on a regular basis.