

## DISABLED STUDENTS PROGRAMS AND SERVICES ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	54	07/01/2017	Classified	1 of 3

### DEFINITION

To schedule and provide a variety of college services for disabled students; and to provide administrative support to assigned disabled student services program.

### DISTINGUISHING CHARACTERISTICS

**Disabled Students' Programs and Services Aide** - This classification requires some familiarity with the challenges of students with disabilities on a college campus. It is differentiated from the Disabled Students' Programs and Services Assistant in that it is less technically oriented and provides basic clerical support.

**Disabled Students' Programs and Services Assistant** - Employees in this classification are expected to perform the full range of duties with minimal supervision and have more responsibility for administrative and secretarial tasks.

**Disabled Students' Programs and Services Coordinator**- Employees in this classification independently perform program implementation and administration responsibilities and is distinguished from the Senior Disabled Students' Programs and Services Coordinator in that it is responsible for the operation of a smaller program area as opposed to larger, more complex disabled student support programs.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of administrative support functions to assist in coordinating all available services to students with psychological, physical, visual, communications, learning and/or hearing disabilities.
- Prepares correspondence, memos and statistical materials; answers phones.
- Assist disabled students with registration and pre-enrollment; arrange on-campus transportation, special parking, and elevator key.
- Arrange for tutors, notetakers, or any other aids a disabled student might require for class; coordinate the use of equipment and orient students in the use of equipment and materials.
- Assists with the compilation of data for statistical reports, student data reports, student records and files, or material requested by the District and State Chancellor's Office.
- Schedules training programs for faculty, staff and managers; assists faculty as needed in providing information on disabled student services.
- Refers students to other appropriate college and/or community programs and services to meet their needs.

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- Assists in the preparation of presentations, written information and other resource materials concerning available college and community services and programs.
- Prepares and maintains records and files related to student contacts and the provision of services.
- Participates in and supports workshops, activities and special programs to provide or promote access to and increased awareness of available disabled student support services and programs.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Policies and regulations related to a disabled student services program.
- Applicable laws and statues governing access to disabled students programs and services.
- Agencies which serve the needs of disabled individuals.
- Modern office procedures, practices and technology/equipment.
- Philosophy and objectives of students services programs.
- Challenges encountered by disabled students in obtaining college level education.
- English usage, grammar, spelling, and vocabulary.
- Basic statistical compilation and other record keeping methods and procedures.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Assist students in identifying concerns and problems and suggest appropriate alternatives to resolve those concerns.
- Assist and communicate with students with a variety of disabilities in a sensitive and effective manner.
- Prepare and maintain a variety of records, reports, and confidential materials related to students.
- Schedule and perform a variety of support functions pertaining to assigned student support program area.
- Understand and carry out verbal or written instructions.
- Communicate effectively, both orally and in writing.
- Work independently and exercise good judgment in performing assigned duties.
- Keyboard with accuracy.
- Establish and maintain effective working relationships with those contacted in the course of performing required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.



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### EXPERIENCE AND TRAINING

- One (1) year of experience performing progressively responsible program-related administrative duties, working with students with disabilities in an educational setting.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma / GED or the equivalent.

Adopted: 07/01/17