



DISABLED STUDENTS’ PROGRAMS AND SERVICES MATH TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	54	07/01/2017	Classified	1 of 2

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.

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:

- Tutors students with disabilities from developmental mathematics levels through third semester calculus.
- Coordinates, schedules, and provides a variety of support services to students with disabilities including testing accommodations, note-taking assistance, interpreters, and student tutors.
- Schedules and provides tutorial services to students with disabilities, identify and match other tutors’ strengths with individual student’s needs and schedules.
- Serves as a classroom assistant for Learning Skills math courses.
- Assists in the scoring of psychometric testing instruments; assists faculty as needed in specialized courses and labs for students with disabilities.
- Researches and responds to students’ questions concerning available support resources; refers students to college and community services and programs that meet their needs.
- Participates in special activities, presentations, and workshops relating to departmental programs and services to special students.
- Prepares and maintains records and files related to student contacts and the provision of services.
- Composes correspondence; compiles statistics; prepares reports as required.
- Maintains an inventory of materials, supplies, and equipment.
- Trains students in the operation of various adaptive computer technologies and equipment; performs follow up on equipment checked out to students; schedules needed maintenance and repair.
- Selects, trains, and provides direction to student assistants and other staff as assigned.
- Operates a specially-equipped van to transport students to on-campus destinations; serves as back up van driver.
- Collaborates with other Disabled Students Programs and Services staff and faculty to develop and evaluate, tests, testing accommodations and other relevant materials.
- Performs related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of:

- College level mathematics.
- Adaptive equipment and devices for use by students in an educational environment including computer technologies.
- Modern office procedures, practices and technology/equipment.
- Challenges encountered by disabled students in obtaining college level education.
- English usage, grammar, spelling, and vocabulary.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

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

EXPERIENCE AND TRAINING

- Three (3) years of responsible experience tutoring and/or providing services to students with disabilities.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university including mathematics coursework, or the equivalent.