

Citrus College

Position Description

Position: DSPS Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 31

Summary

Coordinates and provides services that enhance disabled students' access to and participation in academic and student life activities. Provides and/or arranges for clerical, mobility, access, tutoring, and testing support services.

Distinguishing Career Features

The DSPS Specialist is the second and senior-level in a career path for provision of services to special needs students. The Student Services Assistant will provide clerical services in support of the programs, whereas the Specialist will perform more advocacy and instruction support. Advancement to this position requires compliance with the qualifications of the position, the ability to serve as an advocate, resource for referral, liaison to faculty, and the ability to perform adaptive instruction support.

Essential Duties and Responsibilities

- Provides support to DSP&S programs, including support services to the disabled student population. Maintains student files according to established procedures. Types memos and correspondence. Maintains program schedules and prepares program literature and brochures.
- Performs intake of students who are referred to the program. Verifies information that is required by the State and the nature of the student's disability. Forwards information to a Counselor who, in turn will recommend a list of accommodations. Coordinates services resulting from accommodation recommendations.
- Administers, monitors and scores various tests and battery materials for assessment of student achievement level and interests. Schedules students for testing and review periods. Administers the academic attribute survey to students.
- Arranges for, selects, interviews and evaluates student and other help for use as sign language interpreters, note takers, and readers.
- Arranges and schedules adaptive technology in the classroom as needed. Plans, schedules, and trains students in the use of adaptive technologies. Conducts presentations to students about the program and its goals and resources.
- Arranges for and schedules mobility services.

- Works with students individually or in small peer groups to enhance their learning often based on an individual education plan or information derived from faculty or counselor's assessments. Provides assistance in the use of equipment and materials needed for instruction as well as orienting students to the laboratory. Sets up alternative learning experiences for students as required by course outline and faculty direction.
- Periodically installs new and updated software used in the high technology center. May troubleshoot basic problems with software, referring complex problems to Information Technology. Maintains inventory records for all equipment allocated to the program.
- Works with other departments and services to secure support services for disabled students. Identifies and participates with others to plan and implement methods of removing barriers for students with disabilities.
- Monitors and documents student classroom performance and accomplishment of education objectives and plans. Assists students focus on education plans by arranging for tutors, alternative learning devices, and non-academic support.
- Maintains up-to-date knowledge of trends in the field as well as legislation affecting the nature and scope of services provided.
- Attends community presentations and meetings to give information about the program and the College's capabilities to prospective students.
- Serves as "advocate" for students in their dealings with faculty, administration, and community organizations and businesses.
- Prepares periodic reports in compliance with College and funding authority requirements on program activity.
- Assists in monitoring the program budget and in planning and scheduling advisory board and other meetings.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of programs, resources, regulations, and laws encompassing disabled students. Requires a working knowledge of higher education certificate and degree requirements and variations allowable that accommodate disabled students. Requires knowledge of alternative teaching and learning methods and media for disabled students. Requires sufficient human relations skill to convey technical concepts to students, exercise patience, make presentations to outside agencies and employers, and sell the program. Requires professional writing skills. Requires math skills sufficient to do basic tutoring of college classes and compute totals, percents, quotients, products, and ratios.

- **Abilities**

Requires the ability to carry out all aspects of the position. Must be able to maintain the learning or simulation lab and equipment in a safe and organized manner. Requires the ability to instruct students in the use of learning assistance equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Must be able to coordinate the activities of work-study students. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and instructional media equipment. Requires special hand-arm coordination to perform sign language. Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires a high school diploma and college level coursework in social sciences or education, plus supplemental training in American sign language and two years of experience working with special needs students and alternative learning technologies. An Associate's degree is preferred.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where some safety considerations exist working with students having at-risk behaviors.