



POSITION DESCRIPTION

DSPS Assistant

Position DSPS Assistant
Department/Site DSPS
FLSA Non-Exempt
Evaluated by Director of DSPS
Salary Range 26

Summary

Performs various support duties for students enrolled in Disabled Student Programs and Services (DSPS) including, but not limited to assisting blind/low vision individuals or students with physical disabilities. Various duties include scribe services, notetaking support, lab assistance and other duties as assigned.

Essential Duties and Responsibilities

- Capture dictated information given by the student, instructor, videos or other spoken information during live lecture, as well as information written on the board, resulting in notes provided to the student for each class.
- Provide class notes in a neat and organized format to students.
- May assist eligible students to complete in class assignments by transcribing a student's exact verbal responses into written format.
- Upon approval of DSPS, may assist students with limited mobility by serving as the student's hands/arms in lab or other activity requiring fine motor skills.
- Upon approval of DSPS, may assist students with visual impairments by providing a verbal description of visual items presented in class. Verbal explanations may include differentiating and describing color, texture, thickness, depth, and location of varied substances of visually stimuli presented digitally through online programs/websites, or in person, on the board, overhead screen, on paper or any other material which depicts a figure or drawing. May also serve as the students arms and hands if lab activities or other tasks requiring fine motor skills pose a threat to health and safety when mixing chemicals.
- Provides classroom assistance as needed to instructors teaching Educational Assistance Courses (EAC).
- Provides additional DSPS support in the following areas: front desk, DSPS high tech center lab, outreach, alternative media, and loan equipment distribution at different points throughout the year.
- Must be able to have a flexible work schedule, where start and end times vary by semester/terms depending on the need for DSPS to fill scribe requests.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**
 - Requires the ability to accurately take and transcribe notes for students.
 - Requires sufficient knowledge of proper English usage, grammar, spelling, punctuation, penmanship and typing skills to prepare notes in a timely manner.
 - Requires basic knowledge of instructional and laboratory techniques and subject-specific skills sufficient to scribe during class lecture.
 - Requires knowledge and skill in using digital platforms used by the college, such as Canvas, Zoom, email, and Office 365.

- Requires basic recordkeeping, general office and clerical skills.

- Abilities

- Requires the ability to capture dictated information from the instructor, videos or other spoken information during live lecture as well as information written on the board resulting in notes provided to the student for each class.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timeliness.
- Requires sufficient human relations skill to work with a diverse population, exercising patience and respect when interacting with students with disabilities.
- Requires the ability to communicate effectively with students, staff, and the public using courtesy, and in a manner that reflects positively on the department and the district.
- Must be dependable to consistently attend class with student(s) throughout the semester or term.
- Requires the ability to learn relevant DSPS policies and procedures.
- Requires the ability to learn and utilize assistive technology programs once training is completed.
- Must be able to maintain confidentiality of student information and records.
- Must be able to have a flexible work schedule to accommodate the needs of the program.
- Requires the ability to independently perform all the duties of the position.

Physical Abilities

- Requires sufficient ambulatory ability to move to and sit at a workstation for extended periods of time.
- Requires sufficient dexterity in arms, hands, and fingers in order to write, use a computer keyboard and other office equipment.
- Requires the intermittent ability to lift, pull, or push lightweight (up to 40 pounds) materials and equipment around classroom/laboratory environments and into and out of storage areas.
- Requires sufficient hearing and speaking skills to communicate with staff and students in one-on-one and small group settings, and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials, computer screens and lab activities to be able to convey information accurately and to observe students perform assignments in classroom, laboratory, and tutorial settings.

Education and Experience

- A high school diploma, or the equivalent, and one year of full-time experience or two years of part-time experience in customer service or office related area.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.