

**DSPS SUPPORT SERVICES ASSISTANT
(Classified Bargaining Unit Position)
(Range 22)**

DEFINITION

Under general supervision of Director, Academic Support/DSPS and Support Services Coordinator, assist in the provision of support services and accommodations for students with disabilities. The primary responsibility is implementing all aspects of DSPS Alternative Testing, which includes scheduling, securing, administering, and record keeping and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The DSPS Support Services Assistant is distinguished from other classes in that incumbents are required to deal on a daily basis with various types and severities of disabilities, and to provide general information about the Disabled Student Programs and Services. The Assistant must be able to make decisions in various situations, maintain professionalism and confidentiality, and exercise discretion.

ESSENTIAL FUNCTIONS

- Arrange for the alternative administration of tests to students with disabilities
- Schedule pick up and delivery of classroom or other tests that are to be administered to students with disabilities;
- Give specialized testing instructions on one-to-one or group basis;
- Arrange for large print, Braille or other alternative formats of instructional and testing material for students with disabilities;
- Assist Support Services Coordinator with scheduling readers, scribes, notetakers, and other Support Services accommodations;
- Monitor student use of services;
- Record student contacts;
- Perform general clerical tasks; such as typing, filing, organizing, and maintaining records;
- Operate office machines such as computers and other keyboard equipment, duplicating machines, recorders, calculators, audiovisual equipment and telephone communication devices for the deaf;
- Establish and maintain cooperative working relationships with administration, faculty, staff, students, and others contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties require the physical ability to:

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Work at a desk, conference table, or in meetings of various configurations;
- Manual dexterity sufficient for keyboard and other office equipment operation;
- Lift and/or carry 25 pounds.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION

DESIRABLE QUALIFICATIONS**Education:**

- Associate Degree.

Experience:

- Working with students in areas appropriate to the assignment such as, learning, physical, psychological, and other disabilities.

Knowledge of:

- Resources and services for disabled students;
- Criteria for eligibility to Disabled Student Programs and Services;
- Various components of Disabled Student Programs and Services and their functions;
- How to work effectively with students and instructors;
- Computer programs necessary for record keeping and databases;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

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