

SPECIAL PROGRAMS ASSISTANT

Classified Position
Range 35

THE POSITION

Under general supervision, provide specialized support to disabled students in special programs as assigned and may be assigned to work nights, weekends, and at off-campus locations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide specialized assistance to new and continuing disabled students in making an application to attend college.

Review criteria of eligibility for support services in order for the students to see a counselor.

Issue student disabled parking permits.

Refer students to counselors and advisors as appropriate.

Interpret applicable codes related to disability law and related procedures for providing services.

Assist with the completion of intake forms.

Obtain and maintain current documentation of disability.

Update records for changes in status.

Process registration materials and assist students as needed.

Assist disabled students on how to use web advisor.

Assist students with adding and dropping classes.

Advise students of important dates.

Prepare packets for Orientation.

Assist in presenting portions of the Orientation.

Assist students with information and referrals to campus services and community resources/agencies (Department of Rehabilitation, ROP, Regional Center, Workability III, etc).

Establish and maintain effective working relationships with related community Resources/agencies and various campus programs.

Monitor student's enrollment (any add/drops and/or changes to their schedules) assure accurate and timely reporting to the students respective reporting agencies.

May serve as a representative at local and regional meetings.

Compile data and write a variety of reports; monitor MIS reporting and assigned program budgets; assist in the development of the program budget.

Monitor and modify the database to ensure proper MIS coding of new applicants.

Monitor admission process of applicants and verify eligibility of all students served.

Perform administrative duties in support of the DSPS program; compose correspondence; maintain accurate records; participate in audits and surveys as required.

May function as technical assistant to the LD Specialist with Academic and Psycho-educational assessments.

Maintain the LD testing waiting list.

Assist the Supervisor of Interpreting/Accommodation Services with testing and proctoring accommodations for DSPS students.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: College educational programs and courses of study, student services programs and processes related to disabled students; effective recruitment, and retention tools and strategies; techniques of advising, screening, decision making; modern office procedures; principles of training; English usage, spelling, grammar and punctuation; principles of data collection and report preparation; pertinent Federal, State, and local law codes and Title V regulations.

Desirable: knowledge of American Sign Language (ASL)

Ability to: Coordinate the activities of an effective program; interpret and explain the DSPS program and College policies and procedures to students, faculty and staff; respond to requests and inquiries from the public; deliver presentations before student and community groups; plan, organize, and execute program activities; communicate effectively, orally and in writing; carry out tasks in the absence of supervision; be creative, adaptable, and open to new ideas in a changing environment; keep statistical

records, analyze data and draw conclusions; prepare clear and conscience reports; understand and follow oral and written instructions; establish, maintain, and foster positive and harmonious working relationships with those contracted in the course of work.

Skills to: Operate modern office equipment including computer equipment and software including database programs.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university in Special Education, Behavioral Science or related field or Two (2) years of college with related experience or equivalent.

Experience: Two (2) years of experience in an educational setting, assistance program, or social agency serving students or experience related to serving the disabled public.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment.