ACCOMMODATIONS SERVICES SPECIALIST - DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Range 37
12 Months/100%

POSITION
Under general supervision, coordinate, schedule and implement testing services and accommodations for students with documented deaf/hard of hearing and students with disabilities in the Disabled Students Programs and Services (DSPS). Identify and recruit auxiliary aides needed to provide accommodations; assist with research and data collection on accommodation/service delivery. Night and weekend work may be required. Work assignments include all District sites.

ESSENTIAL FUNCTIONS

1. Assist the Director, Interpreting/Accommodations in arranging accommodations for DSPS students.
2. Develop procedures, regulations and guidelines for proctoring tests and note taking accommodations.
3. Maintain current database and utilize to generate forms and notifications related to implementation of DSPS student accommodations.
4. Provide communication link between faculty and students to meet student's alternative testing and note-taking needs.
5. Utilize new and emerging software to improve procedures and efficiency of current service delivery to disabled students.
6. Train students in the use current note-taking technologies as it relates to their unique learning needs.
7. Assist the Director of Interpreting/Accommodation Services to provide in-service training and promote awareness to faculty, staff and administration with regard to current technology and accommodations utilized by DSPS students.
8. Process and maintain all documents related to delivery of accommodation services to students.
9. Coordinate testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, and proctoring tests.
10. Conduct an analysis of research and longitudinal data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates.
11. Assist in the planning, management and evaluation of the DSPS Testing Center.
12. Collaborate with DSPS staff to ensure the testing situation meets the recommended accommodations.
13. Monitor student behavior in the Testing Center and resolve or report test irregularities.
Accommodations Services Specialist - DSPS

15. Plan and conduct individual and group student orientations on the procedures utilized for requesting accommodation services.
16. Responsible for monitoring check-out and return of DSPS equipment provided to students for accommodation purposes.
17. Attend trainings and workshops given by the high-tech center training unit and participate on list-serves.
18. Train blind and DSPS students in the use of assistive technology as it relates to their unique learning needs.
19. Prepare a variety of letters, memos and promotional materials related to working with blind students.
20. Set up and maintain specialized equipment, student records and software.
21. Assist with the recruitment of readers, scribes, tutors, and note takers including the development of recruitment materials such as flyers and information letters.
22. Assist office visitors and telephone callers; respond to questions and provide information as required.
23. Perform various clerical tasks in support of DSPS including typing, filing, maintaining records, mailing lists and other activities as needed.
24. Act as a communication link between Ohlone and the California School for the Blind.

Job Related and Essential Qualifications

Knowledge of: Current hardware and software technologies utilized in DSPS student accommodations and testing. Knowledge of how to deal with important issues related to the vast variety of students disabilities and compensatory strategies to enhance their learning. Knowledge of laws governing the rights of students with disabilities.

Desirable: Basic communication skills in American Sign Language, knowledge of Deaf Culture and an understanding of Braille and Brailing equipment.

Ability to: Present information in an effective manner and respond to questions from student’s faculty, staff and administration. Ability to work effectively under pressure on a variety of tasks concurrently or when subject to constant interruptions by individuals or intermittent exposure to angry, scared or confused individuals. Ability to be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college personnel and students.

Experience and Educational 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: Associates degree or higher from an accredited college in Special Education, Behavioral Science or related field or equivalent.

Experience: Two years of experience working in a DSPS community college setting or in a social or vocational agency serving students with disabilities or other related experience working with students with disabilities.
For CSEA:

P.J. Elizabeth 6/21/14
Stephanie Fries 6/24/14
Rosa Memmel
T he W itne s
Q uin G. 7 ho
Jody J. Brommer, CSEA

For District:

06/24/2014