VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISABLED STUDENT SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Coordinator, Disabled Student Programs and Services, assist in
the coordination and implementation of services for disabled students; maintain student
records according to established procedures; provide information on the resources and
equipment available.

REPRESENTATIVE DUTIES:

Assist in the coordination and implementation of services for disabled students; interview
students and provide with interpreters, note takers and tutors as necessary; arrange for
and/or provide transportation to and from school and classes for disabled students. E

Recruit, hire and provide work direction to student workers and hourly personnel
including interpreters, readers, van drivers, note takers, tutors and clerical personnel. E

Implement regulations, policies and procedures for the disabled students as directed. E

Provide information on the resources, equipment, supplies and services available to
disabled students; instruct students in the proper operation of specialized equipment;
assign equipment and supplies to students as needed. E

Coordinate the scheduling of and administer assessment, placement and course
examinations to disabled students as necessary. E

Maintain regular daily, weekly and monthly work and appointment schedule for support
and student staff. E

Provide registration assistance for disabled students. E

Interpret and apply rules, regulations, laws and policies regarding special funding and
programming for disabled students. E

Collect and enter data regarding students; compile and prepare various reports; maintain
various confidential records and files. E

Assist in budget preparation; record and monitor expenditures; maintain current budget
information. E

Established March 1998
Provide other clerical services to the department; maintain inventory of equipment and supplies; order as necessary. 

Assist in identification and recruitment of disabled students; provide handicapped parking on campus. 

Operate a variety of equipment and machinery such as typewriters, computers, copy machines, electric wheelchairs, audiovisual and recording equipment; drive van as necessary. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Resources and services of College program for students with disabilities
Applicable sections of State Education Code and other applicable laws
Special needs of disabled students
Interpersonal skills using tact, patience and courtesy
Oral and written communications skills
Technical aspects of field of specialty
Correct English usage, grammar, spelling, punctuation and vocabulary
Record-keeping techniques
District organization, operations, policies and objectives
Proper techniques in lifting disabled individuals

ABILITY TO:

Relate to, understand and work effectively with students of varying degrees of disability.
Coordinate and implement programs and services for disabled students.
Operate and instruct in the proper operation of a variety of specialized equipment and machinery.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Train, and provide work direction to assigned hourly and student personnel.
Maintain records and prepare reports.
Operate a variety of office equipment such as typewriters, computers, calculators, audio-visual and recording equipment.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college in related field and two years of demonstrated experience providing support services for disabled persons.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

College Student Services office and instructional environment
Driving vans to transport disabled students

PHYSICAL ABILITIES:

Dexterity of hands and fingers to perform signing and to operate office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information
Seeing to read and review documents
Reaching to file and retrieve records
Lifting and pushing wheelchairs and other equipment to assist disabled persons into and out of vehicles