VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPPORT SERVICES ASSISTANT-DISABLED STUDENTS

BASIC FUNCTION:

Under the direction of the Coordinator, Disabled Students Program, assist in the provision of support services and accommodations for students with disabilities; assist in the preparation of instructional materials for disabled students on an individualized basis; assist in the record keeping of services and accommodations for students with disabilities.

REPRESENTATIVE DUTIES:

Assist disabled students with the registration process including all required paperwork.  
Operate computer terminal to register students; collect and account for student fees.

Administer un-timed placement tests.

Proctor and keep records for test accommodations for disabled students.

Monitor and proctor tests for non-disabled students taking tests in disabled students testing room.

Monitor and record student progress.

Act as liaison with program staff, instructors, college staff and representatives of the State Department of Rehabilitation.

Prepare large print copies of instructional material for visually impaired students.

Assist in the updating of information for statewide reports.

Provide general information about the Disabled Students Program to disabled students, staff and the public.

Schedule appointments for students with staff members; answer telephones; provide information and assistance to students, staff and public who come into the DSP&S office.

Prepare and transmit correspondence for students verifying student status and eligibility for DSP&S services; respond to requests from other educational institutions and agencies involving the verification of student status and records.

Prepare requisitions for DSP&S; record and track expenditures within DSP&S budget.

Prepare and type letters and other documents as assigned.

Revised December 1999
Established July 1998
SUPPORT SERVICES ASSISTANT/ DISABLED STUDENTS (continued)

Prepare and maintain payroll records for DSP&S classified staff and student workers. E

Maintain confidential student records and files. E

Train and provide work direction to student aides and hourly assistants. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General needs and behavior of students with disabilities
Record keeping techniques for Disabled Students Programs
Basic knowledge of appropriate legislation and guidelines regarding community college disabled students
Interpersonal skills using tact, patience, and courtesy
Knowledge of resources and services for disabled students
Criteria for eligibility to Disabled Students Programs
Knowledge of various components of Disabled Student Programs and their functions

ABILITY TO:

Demonstrate sensitivity towards the special needs of students with disabilities
Learn software programs used in DSP&S office. (Banner, Able Aide, Excel, SARS)
Read, interpret, and apply rules, regulations, policies, and procedures
Plan and organized work
Understand and follow oral and written directions
Operate a variety of office equipment such as a computer, copy machine, and calculator
Communication with staff and students
Administer college placement and competency tests
Evaluate students needs and make appropriate referrals within program, staff, and resources
Complete clerical tasks while dealing with numerous interruptions and demands from students and staff

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three (3) years of experience working with disabled students. Community college experience preferred.

WORKING CONDITIONS:

ENVIRONMENT:

College Disabled Students Center environment
Dealing with community college students with various types and severity of disability
Multiple tasks managed simultaneously
Subject to many interruptions and distractions

**PHYSICAL ABILITIES:**

Speaking ability to communicate with students, staff, and parents  
Dexterity of hands and fingers to operate office equipment  
Reaching to retrieve and file records  
Sitting for extended periods of time  
Seeing to read and review schedules and documents

**HAZARDS:**

Possible exposure to aggressive, anti-social, or inappropriate student behavior