VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPPORT SERVICES ASSISTANT-DISABLED STUDENTS (SEASONAL)

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.  
- 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General needs and behavior of students with disabilities
- Record keeping techniques for Disabled Students Programs
- District wide student database (Reflections)
- 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

Revised April 1999
Established July 1998
ABILITY TO:

Use Reflections
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
Have good communication skills
Administer college placement and competency tests
Evaluate students’ needs and make appropriate referrals within program, staff, and resources

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

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