



DISABLED STUDENTS PROGRAMS AND SERVICES AIDE

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	50	07/01/2017	Classified	1 of 3

DEFINITION

To schedule and provide a variety of support services to students with disabilities on a college campus and to provide technical assistance to departmental faculty and staff in the delivery of services to students with disabilities.

DISTINGUISHING CHARACTERISTICS

Disabled Students’ Programs and Services Aide - This classification requires some familiarity with the challenges of students with disabilities on a college campus. It is differentiated from the Disabled Students’ Programs and Services Assistant in that it is less technically oriented and provides basic clerical support.

Disabled Students’ Programs and Services Assistant - Employees in this classification are expected to perform the full range of duties with minimal supervision and have more responsibility for administrative and secretarial tasks.

Disabled Students’ Programs and Services Coordinator- Employees in this classification independently perform program implementation and administration responsibilities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Schedules and provides a variety of support services to students with disabilities including testing accommodations, and checking out specialized adaptive equipment.
- Trains students in the operation of various adaptive computer technologies and equipment; performs follow up on equipment checked out to students; schedules for needed maintenance and repair.
- Drives a specially-equipped van or provide manual assistance to transport students to on-campus destinations; serves as primary van driver; maintains van schedule and an inventory of materials, supplies, and equipment needed for the van; schedules routine maintenance and repairs.
- Refers students to other appropriate college and/or community programs and services to meet their needs.
- Assists faculty as needed in providing specialized course instruction and lab assistance to students with disabilities.
- Participate in special activities, presentations, and workshops relating to departmental programs and services to disabled students.



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- Prepares and maintains records and files related to student contacts and the provision of services.
- Composes general correspondence; provides data for and prepares reports as required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Policies and regulations related to a disabled student services program.
- Adaptive equipment and devices for use by students in an educational environment including computer technologies.
- Agencies which serve the needs of disabled individuals.
- Modern office procedures, practices and technology/equipment.
- Challenges encountered by disabled students in obtaining college level education.
- English usage, grammar, spelling, and vocabulary.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Assist students in identifying concerns and problems and suggest appropriate alternatives to resolve those concerns.
- Assist and communicate with students with a variety of disabilities in a sensitive and effective manner.
- Prepare and maintain a variety of records, reports, and confidential materials related to students.
- Schedule and perform a variety of support functions pertaining to assigned student support program area.
- Understand and carry out verbal or written instructions.
- Communicate effectively, both orally and in writing.
- Work independently and exercise good judgment in performing assigned duties.
- Keyboard with accuracy.
- Establish and maintain effective working relationships with those contacted in the course of performing required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- One (1) year of experience working with persons with disabilities in an educational setting.

EDUCATION/LICENSE OR CERTIFICATE



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- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17