

DISABLED STUDENTS' PROGRAMS AND SERVICES COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	62	07/01/2017	Classified	1 of 3

DEFINITION

To plan, coordinate, develop, implement and facilitate student support or instructional services for disabled students.

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 or other assigned staff.

EXAMPLES OF DUTIES

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

- Performs clerical and administrative support functions in coordinating all available services for students with psychological, physical, visual, communications, learning and/or hearing disabilities.
- Prepares correspondence, memos and statistical materials; answers phones.
- Assists in the development, preparation and/or administration of department and program budgets.
- Maintains and compiles data for statistical reports, student data reports, student records and files, or material requested by the District and State Chancellor's Office.
- Prepares reports as required by state and federal agencies.
- Coordinates with other departments and/or external vendors to arrange for support equipment, materials, services or resources for students and orients students in processes or use.
- Arranges, schedules and assists in development of training programs for faculty, staff and managers to promote access to and increased awareness of available student support services and programs.
- Assists in development of support programs.
- Assists with research appropriate to the operation of the program.
- Receives and processes applications for support services.

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- Advises disabled students on issues associated with assigned program; identifies problems and provides advice.
- Develops and assists in the design and preparation of presentations, written information and other resource materials concerning available college and community services and programs.
- Assists students with navigating college processes as appropriate for assigned program; assists students in utilizing the services of outside agencies; provides referral to auxiliary resources.
- Assists with development and presentation of workshops and special programs to promote access to and increased awareness of available student support services and programs.
- Participates in special activities and events as needed.
- Maintains and monitors payroll records for student assistants.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current policies and regulations related to a disabled student services program.
- Applicable laws and statutes governing access to disabled students programs and services.
- Agencies which serve the needs of disabled individuals.
- Challenges encountered by disabled students in obtaining college level education.
- Modern office procedures, practices and technology/equipment.
- General college classroom procedures and requirements.
- General needs of population of students supported.
- Philosophy and objectives of students services programs; problems encountered by students supported.
- General principles and practices of supervision.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Design, develop, and implement effective disabled student support services and programs.
- Assist and communicate with students with a variety of disabilities in a sensitive and effective manner.
- Understand and carry out verbal or written instructions in an independent manner.
- Identify and obtain resources and other needed programs and services to meet students' academic and vocational needs and objectives.
- Keyboard with accuracy.
- Assign work to, oversee, and train student assistants.
- Gather, prepare and maintain accurate data, records, files and reports.
- Analyze situations accurately, determine priorities and adopt an effective course of action.
- Serve as a liaison between students and community or college agencies and services.



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- Communicate effectively, both orally and in writing and prepare clear and concise technical and statistical reports.
- 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

- Two (2) years of experience performing progressively responsible program-related administrative experience, working with students with disabilities in an educational setting.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, or the equivalent.

Adopted: 07/01/17