

DISABILITY RESOURCE SPECIALIST

BASIC FUNCTION

Provides and coordinates assessment services and accommodations for students with disabilities; maintains, enters, and creates reports which capture data for program funding; may provide ongoing support and maintenance of the Workability III grant from the Department of Rehabilitation; performs general clerical tasks, including assisting at the front counter and disseminating college-related information.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties supporting a disability support services department. Employees at this level exercise judgment and initiative in implementing and facilitating services and accommodations for students with disabilities; employees receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Conducts intake interviews with prospective students; assists with registration for students with disabilities; makes appropriate referrals regarding matriculation processes or other college resources; maintains highly sensitive and confidential material.
2. Serves as a liaison between and coordinates with students, faculty, and staff in providing accommodations; facilitates accommodations each semester, including and not limited to, adaptive furniture placements in campus facilities, alternate media, in-classroom accommodations, and testing accommodations.
3. Maintains, enters, and creates reports with respect to students served through the program; enters student data into the District information system and captures all data required by the Chancellor's Office; researches and compiles comprehensive state, federal, and Chancellor's Office reports.
4. Provides training to students in the use of adaptive equipment and computers, as needed; interviews, hires, and trains student employees; maintains and submits all related human resources documentation.
5. May assist in preparing and facilitating Workability III (WAIII) contract and maintains general knowledge of grant contractual revisions and requirements; monitors the WAIII budget; compiles and completes invoicing with Department of Rehabilitation; maintains and creates reports for Department of Rehabilitation client/students; presents program information in meetings, seminars, and workshops.
6. Develops and maintains accurate database of accommodations and services provided to students; enters appropriate data into the system and monitors/adjusts data as needed.
7. May communicate with students using accurate and fluent American Sign Language and Signed English.
8. Contributes to the development of unit goals, learning outcomes, and data for unit-level review.
9. Participates in District-provided in-service training programs.

10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Adaptive equipment, computers, and other resources available to students with various disabilities.
2. Methods and techniques of interviewing and eliciting information from students on sensitive matters.
3. General program eligibility rules.
4. American Sign Language and Signed English.
5. Principles and practices of grant funded programs, including reporting requirements.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
7. Principles and practices of record keeping.
8. General business and administrative practices, including the preparation of emails, letters, memoranda, and forms.
9. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
10. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

1. Interpret and explain program rules and policies.
2. Prepare and edit reports and other materials and compose letters independently.
3. Compile and maintain accurate and complete records.
4. Conduct group and individual information sessions.
5. Coordinate logistics for adaptive furniture and equipment for specific student needs.
6. Assist in enrolling students with disabilities.
7. Maintain the confidentiality of student information.
8. Generate program reports for management review.
9. Provide students with referrals for other college resources.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and three (3) years working with students with a disability in a post-secondary educational setting; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an open environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.