Position: Disabled Students Programs & Services Specialist (DSP&S)  
Position Number:  

Department/Site: Student Affairs  
FLSA: Non-Exempt – (Classified CSEA)  

Reports to: Director, dean, or other administrator in assigned area  
Salary Range: 31

BASIC FUNCTION:

Under the direction of the Director of Student Affairs (Categorical Programs), provide support for students with disabilities, including determining eligibility, assist in developing student plans for accommodations and support services, developing and organizing academic resources, maintaining confidential records and information, and providing clerical support for Disabled Students Programs and Services (DSP&S).

REPRESENTATIVE DUTIES:

- Determine eligibility of students with disabilities for appropriate services, accommodations and funding for DSP&S from the Chancellor’s Office; enter data into the appropriate management information system for funding from the Chancellor’s Office.

- Serve as liaison between the DSP&S and other departments, individuals on campus and agencies in the community, and make appropriate referrals to agencies.

- Assist students in completing college-related documents and forms; greet visitors, responding to questions and making referrals as appropriate.

- Recruit, train and provide work direction to student employees; distribute work load and tasks to be performed; assist with the recruitment of readers, scribes, and note takers, including the development of recruitment materials such as flyers and information letters.

- Create and maintain confidential student files and records; maintain personnel/payroll records and information; prepare correspondence; create forms, flyers and brochures.

- Supervise DSP&S Lab activities and students utilizing equipment in lab.

- Participate in the implementation of student retention strategies regarding department Student Learning Outcomes (SLOs), including self-advocacy, independence and self-management.
• Perform various clerical tasks in support of DSP&S including answering phones, scheduling student meetings with counselors, taking minutes of meetings, typing, filing, making travel arrangements and other activities as needed.

• Operate a computer and other office equipment as assigned; operate various assistive devices such as print enlarger, assistive listening devices (ALDs), telecommunications device for the deaf (TDD), tape recorder and others as assigned.

• Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Disabilities and disability-related issues.
• Laws, rules and regulations related to disabled students including confidentiality issues.
• District and Board policies including student code of conduct.
• Special needs of people with disabilities seeking employment.
• Interpersonal skills including tact, patience and courtesy.
• Record-keeping techniques.
• Oral and written communication skills.
• Operation of a computer and assigned software.
• Operation of various assistive devices.
• Principles and practices of training and providing work direction to others.

**ABILITY TO:**

• Determine eligibility of students with disabilities for appropriate services, accommodations and funding for DSP&S from the Chancellor’s Office.
• Serve as liaison between the DSP&S and other departments, individuals on campus and agencies in the community.
• Provide accommodations and services to students with disabilities.
• Provide clerical support activities for DSP&S.
• Operate and explain the proper use of various assistive devices.
• Operate a computer and other office equipment as assigned.
• Work with a diverse student population, including students with psychological and other disabilities.
• Establish and maintain cooperative and effective working relationships with others.
• Plan and organize work.
• Communicate effectively both orally and in writing.
• Prepare and maintain records and reports related to assigned activities.
• Train and provide work direction to others.
• Work independently with little direction.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: associate’s degree in behavioral sciences or related field and three years increasingly responsible experience in a student services environment.
LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist or kneeling to file and retrieve records.

HAZARDS:
Exposure to working with individuals with psychological disabilities such as explosive disorder.