

Position: Disabled Students Program Specialist	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 118

Summary

Ensures that disabled students participation in academic and student life activities is enhanced by encouraging access, providing support for special education needs, serving as liaison to community-based groups and services, and raising funds and in-kind support.

Essential Duties and Responsibilities

- Coordinates with other departments and services to secure support services for disabled students. Identifies and participates with others to plan and implement methods of removing barriers for students with disabilities.
- Provides academic advising to students with special needs. Interviews students, reaffirms the nature of disability and establishes education plans and responsibilities. Monitors and documents student classroom performance and provision of ancillary services.
- Assists students with the registration process. Assists students in completing forms, applications for waiver, etc. Facilitates documentation and determination of fees.
- Ensures that students receive support in the classroom and in learning labs by arranging for translators, note takers, readers, or other service.
- Maintains up-to-date knowledge of trends in the field as well as legislation affecting the nature and scope of services provided.
- Serves as "ombudsman" for students in their dealings with faculty, administration, and community organizations and businesses.
- Prepares periodic reports in compliance with College and funding authority requirements.
- Researches, identifies, and applies for supplemental funding to support DSPS programs. Contacts local businesses and service agencies, state, federal, and charitable organizations to locate potential sources of funds.
- Maintains contact with local employers to identify and promote jobs and/or work experience for disabled students.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires in-depth knowledge of programs, resources, regulations, and laws encompassing disabled students. Requires a working knowledge of higher education certificate and degree requirements and variations allowable that accommodate disabled students. Requires knowledge of alternative teaching and learning methods and media for disabled students. Requires a working knowledge of funding sources and requirements. Requires sufficient human relations skill to convey technical concepts to students, exercise patience, make presentations to outside agencies and employers, and sell the program. Requires professional writing skills. Requires math skills sufficient to do basic tutoring of college classes and to manage a budget.

- **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to organize and implement programs that enhance disabled student admission, retention, and outplacement into the job market. Requires the ability to secure grants and donations from public and private sources.

- **Physical Abilities**

Requires ordinary ambulatory ability to move to different job settings and reach for and retrieve work materials. Requires sufficient hand eye coordination to use a personal computer keyboard. Requires auditory ability to carry on conversations one-on-one and with small groups. Requires visual acuity to recognize words and numbers.

- **Education and Experience**

The position requires a Bachelors degree in a social or behavioral science plus 2 years of experience working with students that have physical and learning disabilities. Alternatively, require an Associates degree in the same disciplines and over six years relevant experience.

- **Licenses and Certificates**