

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DSPTS PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Disabled Students Programs and Services, the Program Specialist will provide information to students, staff and the general public regarding program policies and procedures. The Program Specialist will provide services to students with both physical and learning disabilities.

REPRESENTATIVE DUTIES:

Utilize computer technologies and software programs to update student records, assure integrity of DSPTS database management and MIS reporting; create, maintain and retrieve on line data for reports and student tracking. (E)

Provide support with daily operation of ACT lab as prescribed by DSPTS faculty, assist in establishing and enforcing policies and procedures. Consult with campus run computer labs for recency of computer software and cross capability with curriculum offered. (E)

Provide general support to students in the operation of computer assisted instructional programs as prescribed by DSPTS faculty; maintain software and hardware. (E)

Interview students to obtain intake information; evaluate documentation for discerning eligibility for programming in accordance with Title 5 and District policy; request additional information from students as needed. (E)

Develop and maintain confidential program files including medical verification, assessments and student information. (E)

Consult with faculty regarding appropriate accommodations, monitor student progress and provide tutor and extra-curricular support assistant as needed. (E)

Provide for test-proctoring services and accommodations for students such as note-takers, readers, and special equipment checkout and mobility assistance. (E)

Prepare tutorial material as assigned by certificated staff; facilitate extra curricular support for small groups; refer problems to faculty or supervisor for assistance and resolution. (E)

Prepare routine correspondence, forms and reports regarding student status and other information relative to record keeping; respond to requests from other institutions and agencies regarding program protocol and student status. (E)

Under the guidance of Learning Disabilities staff, provide support in the administration and scoring of achievement tests including, but not limited to, the Woodcock Johnson, WAIS III, Nelson Denny, Degrees of Reading Power, Wide Range Achievements Test Expanded Edition and including any new or revised measures included by the Chancellor's office within the Learning Disabilities Eligibility Model. (E)

Provide input to the Director in the development of budget requests, research and calculate costs, verify calculations made by others, compile information for and make recommendations on projected expenditures. (E)

Provide services to students with both physical and learning disabilities. (E)

Perform other related duties as assigned.

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Modern office practices of technical record and report preparations and maintenance.

Disabled conditions, needs and behavior.

Applicable software and education technology.

Computer technology and software programs.

General learning strategies in basic skills and special education.

ABILITY TO:

Learn District organization, rules and regulations and policies and procedures of DSPTS operation.

Provide for a broad range of duties as relative to students with disabilities.

Maintain records and prepare reports including budget preparation, procurement.

Reformulate academic concepts for tutoring students with disabilities.

Utilize questioning and discovery strategies for leading students into the acquisition of new information.

Communicate effectively both orally and in writing.

Maintain knowledge of program rules, regulations, requirements and restrictions.

Plan and organize work.

Work with confidential/sensitive information with discretion.

Operate computer technology equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's Degree in a related field and two years of experience working with disabled individuals.

ENVIRONMENT:

Indoor work environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.