

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED CLASS TITLE: DSPTS SERVICE PROVIDER

SALARY TABLE: 29 SALARY RANGE: 34

BASIC FUNCTION:

Under the direction of the DSPTS Coordinator, provide DSPTS services, assistance, testing accommodations and outreach to meet the educational needs of disabled students; obtain, maintain inventory and place adaptive furniture; operate a tram to provide courtesy transportation assistance to students who have been approved by DSPTS; serve as a technical resource and liaison concerning DSPTS services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide DSPTS services, assistance, testing accommodations and outreach to meet the educational needs of disabled students; advise students with disabilities concerning the educational process and facilitate smooth and adequate student access to College programs and services.

Serve as a technical resource to students, personnel, outside agencies and the public concerning DSPTS services; respond to inquiries and provide technical information and assistance concerning related programs, educational opportunities, issues, standards, requirements, policies and procedures.

Provide outreach and marketing services to facilitate student and community awareness of DSPTS services; conduct program and service orientations; answer and respond to phone calls; greet and assist visitors; refer students and others to appropriate personnel or outside agency as appropriate.

Serve as a liaison concerning DSPTS between College personnel, students, outside agencies and the public; assure accurate and timely delivery of services to students; resolve issues and conflicts related to DSPTS services in a proper and timely manner.

Receive, review and respond to requests from disabled students for special services; identify appropriate services for students according to individual needs; coordinate, arrange and schedule services for disabled students as appropriate.

Obtain and maintain inventory of adaptive furniture and place furniture in appropriate classrooms as needed on any campus site or location.

Operate a tram to provide courtesy transportation assistance to students who have been approved by DSPTS.

Monitor and coordinate testing accommodations for class and assessment tests and finals to meet the

needs of disabled students; confer with faculty concerning related needs and requirements.

Train and provide work direction and guidance to student workers and hourly staff; assign duties and review work to assure accuracy, completeness and compliance with established requirements; assist with recruitment activities as directed.

Compile information and prepare and maintain various records, reports and files related to students, services, disabilities, contacts, follow-up, resources and activities; compose and distribute a variety of correspondence related to assigned services and activities.

Utilize and demonstrate the use of a variety of assistive technology equipment; participate in the preparation of assistive technology instructional materials; assist with ordering supplies as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Monitor student progress, conduct surveys and compile data to determine student outcomes and program and service effectiveness; follow up on services to assure student needs are being met.

Assist in coordinating conferences and special events related to DSPS services as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

General principles, practices, procedures and techniques involved in providing services to individuals with special needs.

Interviewing and advisement techniques.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Student guidance principles and practices.

Problems and concerns of students with special needs.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic principles of training and providing work direction.

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

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Provide DSPS services, assistance, testing accommodations and outreach to meet the educational needs of disabled students.

Serve as a technical resource and liaison concerning DSPS services and related programs, educational opportunities, issues, standards, requirements, policies and procedures.

February 2021**Ewing Consulting Services**

Resolve issues and conflicts related to DSPS services in a proper and timely manner.
Receive, review and coordinate services in response to requests from students for special services.
Facilitate smooth and adequate access to College programs and services for disabled students.
Learn, interpret, apply and explain laws, codes, regulations, policies and procedures.
Learn policies and objectives of assigned programs and services.
Monitor and coordinate testing accommodations for class and assessment tests and finals.
Train and provide work direction and guidance to student workers and hourly staff.
Understand and relate to students with special needs.
Meet schedules and time lines.
Maintain records and prepare reports.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in psychology, sociology or related field and one year experience providing social, educational or similar services to the public.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Mobility to access all areas of three campus locations.
Lifting, pushing, pulling heavy items (up to 50 lbs.).
Ability to drive tram on campus property.