

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Support Services Specialist

BASIC FUNCTION: Under the supervision of the area Dean, provides or coordinates Workability III Contract Management, assessment services and accommodations for Disabled Student Programs and Services students and who are also, Department of Rehabilitation clients.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Prepare and facilitate WAIII Contract
2. Manage and monitor WAIII budget.
3. Compile and complete Invoicing Department of Rehabilitation
4. Maintains and creates reports in WAIII Database for Department of Rehabilitation client/students on all 3 campuses.
5. Represent DSPS/WAIII program in meetings, seminars and workshops.
6. Maintain general knowledge of grant contractual revisions and requirements.
7. Responsible for material of a highly sensitive and confidential nature and maintain records for audits.
8. May administer individualized psycho-educational achievement assessments under the supervision of a certificated designee; enters data of required information and scoring into SARS; assists and proctors course examinations in alternative formats.
9. Applies professional judgment in making recommendations and providing appropriate accommodations to students with disabilities; acts as liaison between students, faculty, staff and Department of Rehabilitation in providing accommodations and resolve issues related to registration.
10. Maintains statistical data (requests for accommodations, inventory control), schedules real time captioning.
11. May assess and train students in the use of adaptive equipment based on their disability; places adaptive furniture where needed.
12. Assists with registration and intake interviews for students with disability.
13. May communicate with students/faculty using accurate and fluent American Sign Language and Signed English.
14. Assists in interviewing, training and supervising student help; schedules student help in providing requested accommodations.
15. Participates in District-provided in-service training programs and Department of Rehabilitation Quarterly meetings and Annual Contract Renewal training.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution.

EXPERIENCE: At least one year of experience working with disabled students in a post-secondary educational setting is required. Additional years of experience are desired. Experience communicating in American Sign Language and/or manually coded English and administering psycho-educational achievement tests are desired.

June 2010

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: State and federal laws regulating services to students with disabilities and modern office practices, procedures, and equipment.

ABILITY TO: Interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; compile and maintain accurate and complete records; maintain confidentiality; establish and maintain effective working relationships with students, faculty, staff, and the community.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental personnel, student, outside agencies to acquire eligibility documentation and educational/psychological evaluations.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.