

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Disability Specialist

BASIC FUNCTION: Under the supervision of the department coordinator, the Disability Specialist provides or coordinates assessment services and accommodations for students with disabilities.

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

REPRESENTATIVE DUTIES:

1. Conduct intake interviews with prospective students.
2. Facilitate accommodations each semester, including and not limited to, adaptive furniture placements in on-campus facilities, alternate media, and testing areas.
3. Assist in proctoring of course examinations in alternative formats.
4. Assist with registration for students with disabilities; make appropriate referrals regarding matriculation processes or other college resources.
5. Responsible for maintaining material of a highly sensitive and confidential nature.
6. Develop and maintain accurate database of accommodations and services provided to students.
7. May develop and implement student disability related workshops and training, both in face-to-face and online modules, for students, staff, and faculty.
8. Cross-reference counselor-approved Student Educational Plans with a current list of approved College programs of study and enter appropriate data into Datatel and monitor/adjust data as needed.
9. Act as liaison between and coordinate with students, faculty, and staff in providing accommodations.
10. Interview, hire, and train student employees; maintain and submit all related human resources documentation for these groups.
11. Maintain, enter, and create reports in DSS database for students served through the program; enter student data in Datatel using XDSP to capture all data required by the Chancellor's Office which determines program funding; and research and compile comprehensive state, and federal and Chancellor's Office reports.
12. May administer individualized psycho-educational achievement assessments under the supervision of a certificated designee and databases tests scores into CARS-W system.
13. Provide training to students in the use of adaptive equipment and computers, when necessary.
14. Contribute to the development of unit goals, learning outcomes, and data for unit-level program review.
15. May communicate with students using accurate and fluent American Sign Language and Signed English.
16. Maintain current knowledge of state and federal disability-related rules and regulations as well as the District's rules, policies and procedures.
17. Perform general clerical tasks, including assisting at the front counter; disseminates college-related information.
18. Participate in District-provided in-service training programs.
19. Maintain a friendly and supportive atmosphere for students, faculty, staff, and the public.
20. Perform other related duties as assigned.

EDUCATION: An associate's degree or any combination of post-secondary education and experience working with students with disabilities equivalent to an associate degree is required. A bachelor's degree from an accredited institution or three years of experience in working with students with a disability in a post-secondary educational setting is desired.

EXPERIENCE: Experience working with students with a disability in a post-secondary educational setting and proficiency in American Sign Language and manually coded English is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Title 5 of the State Administrative Code, ADA, and PL 93-112, Section 504, relative to the disabled students program's college and academic regulations.

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; 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 staff, Department of Rehabilitation, doctors, psychologists, mental health providers

PHYSICAL EFFORT: Requires the ability, with or without accommodation, to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

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.