

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Disabled Student Services Specialist

BASIC FUNCTION: Under the supervision of the Area Manager, assists in the implementation and coordination of Disabled Student Programs and Services (DSPS); provides support to counselors in providing guidance to students regarding access and accommodations in compliance with the ADA, sections 504, 508, and Title V.

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

REPRESENTATIVE DUTIES:

1. Maintains, enters, and creates reports in DSPS Database for students served through DSPS; enters student data in Datatel using XDSP to capture all data required by the Chancellor's Office which determines our funding; assists in assuring confidentiality and compliance with both Federal and State laws including ADA, Section 504 of the Rehab Act, Title V, and FERPA.
2. Completes intake interviews for all new DSPS students accruing essential and critical information for enrolment in the Disabled Student Programs and Services.
3. Participates in all aspects of registration; prepares state and college mandated documents and forms necessary for priority registration; provides guidance with regard to accommodations and resources available, encouraging students to take advantage of available resources in compliance with ADA, Section 504, 508 & Title V, and makes referrals as appropriate.
4. Assists counselors with development of Student Educational Plans.
5. Oversees day-to-day work flow under the general direction of the Area Manager.
6. Assists in providing reasonable accommodations for students with disabilities based on disability verification signed by certifying professionals.
7. May represent the department in meetings, seminars and workshops.
8. Coordinates registration, overrides prerequisites, maintains and verifies Orientation/Counseling postponements; may provide workshops to DSPS staff on updated registration policies and procedures determined by Admissions and Records.
9. Assists in the preparation of DSPS plans, including researching and compiling comprehensive State, Federal and Chancellor's Office reports; works closely with Institutional Research.
10. Maintains MIS database for the College to effectively track number of students served by DSPS office.
11. Assists with departmental budget control. Assists in maintaining and projecting department budget records and assessing department and equipment needs as requested by the Area Manager.
12. Maintains current knowledge of state and federal rules and regulations as well as the District's rules, policies and procedures.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required. A bachelor's degree from an accredited institution 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 V 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

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.