



**DSP&S LEAD SPECIALIST**  
**DISABLED STUDENTS PROGRAMS AND SERVICES**  
**FILING DEADLINE: November 24, 2010 by 4:30pm**

**Position Description:**

Under the direction of the Director of Student Support Programs, coordinate all aspects of the program that provides support for students with disabilities, including determining eligibility, assisting in developing student plans for accommodations and support services, developing and organizing academic resources, maintaining confidential records and information, and providing clerical support for Disabled Students Programs and Services (DSP&S). This lead position also serves as the alternative media specialist for the DSP&S program.

**REPRESENTATIVE DUTIES**

- Assist in the development of short-term and long-term plans to provide timely accommodations and services to students with disabilities including note taking, testing accommodations, enlarging texts, hiring readers, ordering books on tape, electronic media, and other accommodations as needed.
- Collaborate with Administrative Information Systems (AIS) staff to install, configure and maintain technology access across campus; maintain records on software licenses, configuration and location of all access technology across campus.
- Coordinate testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, proctoring tests, and monitoring the DSPS lab.
- Train and assist DSPS students in the operation of various adaptive computer technologies and adaptive equipment, and provide related technical assistance and consultation to campus community.
- Plan and conduct individual group student orientations on DSPS accommodation procedures.
- Conduct an analysis of research and longitudinal data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates.
- Participate in the implementation of student retention strategies regarding department Student Learning Outcomes (SLOs), including self-advocacy, independence and self-management; assist in planning and evaluating DSPS accommodation services.
- Produce instructional and student services materials in alternate formats.
- Determine eligibility of students with disabilities for appropriate services, accommodations and funding for DSP&S from the Chancellor's Office; enter data into the appropriate management information system for funding from the Chancellor's Office.
- Serve as liaison between DSP&S and other departments, individuals on campus and agencies in the community, and make referrals to appropriate agencies.
- Assist students in completing college-related documents and forms; greet visitors, responding to questions and making referrals as appropriate.
- Recruit, train and provide work direction to student employees; distribute work load and tasks to be performed; assist with the recruitment of readers, scribes, and note takers, including the development of recruitment materials such as flyers and information letters.
- Create and maintain confidential student files and records; maintain personnel/payroll records and information; prepare correspondence; create forms, flyers and brochures.
- Perform various clerical tasks in support of DSP&S including answering phones, scheduling student meetings with counselors, taking minutes of meetings, typing, filing, making travel arrangements and other activities as needed.
- Operate a computer and other office equipment as assigned; operate various assistive devices such as print enlarger, assistive listening devices (ALDs), telecommunications devices for the deaf (TDD), tape recorder and others assigned.
- Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

- Disabilities and disability-related issues.
- Laws, rules and regulations related to disabled students including confidentiality issues.
- Methods used and sources available for the accommodation process for students with disabilities.
- Methods of collecting, organizing and analyzing data and educational information.
- Software and hardware technologies utilized to adapt text and electronic text to alternate media such as Braille, large print and audio.
- Assistive technology, such as screen readers, voice recognition and screen modification.
- Alternative media guidelines for community colleges.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping techniques.
- Oral and written communication skills.
- Determine eligibility of students with disabilities for appropriate services, accommodations and funding for DSPS from Chancellor's Office.

- Successfully work with students with a variety of disabilities.
- Identify and provide accommodations and services to students with disabilities.
- Produce media and print in alternate formats.
- Identify and analyze access technology needs across campus.
- Troubleshoot computer software and hardware problems relative to the production of alternative media.
- Provide clerical support activities for DSPS.
- Operate and explain the proper use of various assistive devices.
- Operate a computer and other office equipment as assigned.
- Establish and maintain cooperative and effective working relationships with students, faculty, staff and outside agencies.
- Plan and organize work to effectively meet timelines.
- Communicate effectively both orally and in writing.
- Prepare and maintain records and reports related to assigned activities.
- Train and provide work direction to others.
- Work independently with confidential information.

### **QUALIFICATIONS:**

- Any combination equivalent to an Associate's degree.
- Three years of increasingly responsible experience in a student services or related program preferably in a community college student service setting.
- Valid California driver's license.

### **CONDITIONS OF EMPLOYMENT**

Regular, full-time, 12 month per year classified position. **Hours:** Monday–Friday 8:00am to 5:00pm. Salary range 34 on CSEA salary schedule: \$4,041 to \$4,913 per month (5 Steps); District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees' Retirement System (PERS). The District pays the classified employee's contribution to PERS.

### **APPLICATION PROCEDURE**

The following items must be received in the Human Resource Office by the final filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A cover letter
- 3) A resume

Application materials may be downloaded from the hartnell website at [www.hartnell.edu/hr](http://www.hartnell.edu/hr) or obtained at the Human Resources Office. All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.