

DSPS SPECIALIST

CLASS SUMMARY

Under general direction, provides individualized assessments of students with learning disabilities and other disabilities through the administration of psycho-educational tests; facilitates academic accommodations for disabled students; performs with a high degree of independence and accuracy; acts as a liaison with faculty, administrators and staff regarding disabled students; assumes related responsibilities as assigned.

REPRESENTATIVE DUTIES

Conducts interviews with prospective students, assess student's difficulties, assists the Learning Disabilities instructors with the operation of the Learning Disabilities Program; administers individualized psycho-educational assessment battery; assists with interpretation of vocational assessments; facilitates academic and testing accommodations for students; facilitates communication with faculty, staff, and administrators on behalf of students; assists with hiring, training, scheduling, and directs the work of Instructional Assistants and a Program Specialist; provides registration assistance and assists with academic advisement; assists in the development of student educational plans; maintains detailed records of progress of students with learning disabilities; keeps abreast of federal and state guidelines which affect disabled students in particular, the Americans with Disabilities Act (ADA); schedules, plans, and organizes office procedures and record keeping for the Learning Disabilities Program; assists in monitoring learning disabilities expenditures; composes correspondence; conducts outreach activities; compiles MIS data for DSPP programs.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator responsible for the DSPP and tutorial programs.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Bachelor's degree in Education, Special Education or related field or equivalent education and experience. Two years experience working with adults with disabilities and experience directing the work of staff. Demonstrated expertise administering psycho-educational assessments.

Knowledge and Abilities

Good Knowledge of: assessment batteries used to determine student's program eligibility; laws,
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DSPS SPECIALIST (continued)

regulations and guidelines regarding DSPS; all types of disabilities with emphasis in learning disabilities; processes for determining academic accommodations; principles of supervision and training; written and spoken English and grammar.

Knowledge of: principles of office procedures, record keeping, and organization; computer operations and programs.

Ability to: make difficult judgments in an independent manner with a high degree of accuracy; communicate effectively with students, instructors, administrators and staff; make apprehensive students feel at ease; problem solve the needs of students informally and through formal assessment; work in a busy environment with frequent interruptions; organize a wide variety of activities into a cohesive system; think calmly in stressful situations.