

CLASSIFICATION SPECIFICATION

Disabilities Support Assistant I

FT/PT Class Code: 4109/4609 Pay Grade: B/C 03 FLSA: Non-Exempt Est. 05/02/17

SUMMARY STATEMENT: The incumbent contributes to compliance with the Americans with Disabilities Act by providing academic accommodations for assigned students. The incumbent serves as a notetaker, reader, scribe, and/or proctor based upon the assigned student's reasonable accommodation plan.

NATURE AND SCOPE:

The Disabilities Support Office provides academic accommodations and support services to students with documented disabilities. The incumbent works under the direction of the disabilities support counselor, assistant dean of student affairs, and/or dean of student affairs. For students who have a reasonable accommodations plan, the incumbent takes classroom notes, reads test questions, scribes answers to test questions or other items where scribing is required, and proctors exams. The incumbent maintains confidentiality of student information. Typical interactions include students, faculty, academic counselors, dean/assistant dean of student affairs, and other student affairs staff.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Attends class with assigned student(s).
2. Writes all pertinent notes provided by the instructor through his/her lecture, video/audio presentations, handouts, and written information presented in class.
3. Reviews scribed notes with student to verify clarity.
4. Reads test questions for an assigned student.
5. Scribes answers to test questions for an assigned student.
6. Acts as a proctor, maintaining the integrity of the test, for an assigned student for who he or she is reading test questions and/or scribing answers to test questions.
7. Utilizes relevant assistive technology to meet the assigned student's reasonable accommodations plan.
8. Collaborates with faculty to verify accuracy of notes and/or scribed information.
9. Transcribes written notes into electronic format.
10. Maintains student confidentiality.

PRINCIPAL ACCOUNTABILITIES, cont'd:

11. Participates in training as required by the disabilities support office.
12. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of word processing software (e.g. Microsoft Word).
- ◇ Basic keyboarding skills.
- ◇ Strong reading, writing, and active listening skills.
- ◇ Excellent communication and interpersonal skills.
- ◇ Ability to take accurate, organized and legible notes at a fast pace.
- ◇ Ability to be punctual, reliable, and to work a flexible schedule.
- ◇ Ability to effectively interact with faculty and staff members.
- ◇ Ability to effectively interact with a diverse population of students, especially individuals with varied and multiple disabilities.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED.
- ◇ Currently enrolled student at Delaware Technical Community College.