

CLASSIFICATION SPECIFICATION

Disabilities Support Assistant II

FT/PT Class Code: 5146, 5646 Pay Grade: B/C 07 FLSA: Non-Exempt Est. 05/02/17

SUMMARY STATEMENT: The incumbent is responsible for promoting student success by contributing to compliance with the Americans with Disabilities Act. The incumbent assists with providing and implementing academic accommodations for assigned students in subjects in which the incumbent has demonstrated proficiency. The incumbent collaborates with multiple internal and external constituents to implement and evaluate accommodations including use of assistive technology devices.

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. The incumbent collaborates with the disabilities support counselor to evaluate current assistive technology. 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. Collaborates with the disabilities support counselor to identify effective, reasonable accommodations for an assigned student.
2. In conjunction with the disabilities support counselor, assists students with developing and using strategies that support effective problem-solving, decision making, and adjustment to college.
3. Accompanies students to individual meetings with faculty as needed.
4. Utilizes and evaluates relevant assistive technology in order to provide feedback and recommendations to the disabilities support counselor and to meet the assigned student's reasonable accommodations plan.
5. Participates in team meetings that may involve student, disabilities support counselor, faculty, external agencies, and other student advocates.
6. Assists with the training and orientation for Disabilities Support Assistant I.
7. Attends class with assigned student(s).

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Writes all pertinent notes provided by the instructor through his/her lecture, video/audio presentations, handouts, and written information presented in class.
9. Collaborates with faculty to verify accuracy of notes and/or scribed information.
10. Reviews scribed notes with student to verify clarity and transcribes written notes into electronic format.
11. Reads test questions and scribes answers for an assigned student.
12. 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.
13. Maintains student confidentiality.
14. Participates in training as required by the disabilities support office.
15. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of word processing software (e.g. Microsoft Word).
- ◇ Knowledge of or proficiency in the subject matter being scribed.
- ◇ 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:

- ◇ Associate degree or other equivalent combination of education and experience to include education and/or experience in working with individuals with disabilities.