

Attend all staff and division meetings as required; will maintain a neat and orderly office. *E*

Participate and assume responsibilities for those services and activities that fall under the purview of the DSPTS Program, e.g., Disability Awareness Day; College and University Day; Career Fair; various events held by the DSP&S Program during the year; DSPTS in-service; programs and projects provided by Student Services personnel. *E*

Responsible for writing reports about the academic progress of DSPTS students, other documentation required by the Chancellor's Office. *E*

Attend conferences and staff meetings as required by the appropriate Dean; seek and obtain additional resources made available to the community and other college programs. *E*

Coordinate requests for adaptive classroom furniture for students and arrange for distribution and collection of furniture at the beginning and end of each semester. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Philosophy and objectives of DSPTS.

Principles and practices of training and supervision.

Interpersonal skills using tact, patience, and courtesy. Record keeping techniques.

Basic computer skills.

Basic principles of budgeting.

Correct use of oral and written English.

ABILITY TO:

Communicate effectively with students, faculty, counseling and support staff.

Establish and maintain cooperative and effective working relationships with IVC faculty and staff.

Interpret and explain policies and procedures related to DSPTS provision of educationally related accommodations to disabled students.

Understand and interpret applicable sections of Section 504 of the Rehabilitation Act, Americans with Disabilities Act, the State Education Code, and other applicable laws.

Train and provide direction to student workers.

Analyze situations accurately and adopt an effective course of action using sound judgment. Maintain records and prepare reports.

Develop budget projections.

Organize and prioritize workload.

Work independently with minimal supervision.

EDUCATION AND EXPERIENCE: