



JOB TITLE: INSTRUCTIONAL SERVICES ADVISOR (DSPS)

Classification: Classified
Salary Range: 36

Retirement Type: PERS*
Revised/Board Approved: June 21, 2010

BASIC FUNCTION:

Under the direction of the Director of the Special Resource Center, provides direct academic/educational support services to students with disabilities attending El Camino College including assessing disability specific academic intervention plans and implementing service delivery plan to accommodate educational limitations.

REPRESENTATIVE DUTIES:

Under the direction of the Director of the Special Resource Center, provides direct academic/educational support services to students with disabilities attending El Camino College including assessing disability specific academic intervention plans and implementing service delivery plan to accommodate educational limitations.

REPRESENTATIVE DUTIES:

Provide direct academic/educational support to students with disabilities, orient students to policies and procedures for obtaining services and follow a specific recommended plan addressing educational limitations.

Analyze student support services data and interpret, apply and explain complex rules, regulations, requirements and restrictions.

Oversee, train, and coordinate the work of hourly and student staff and make recommendations for improvement.

Collaborate with a variety of professionals including but not limited to: academic counselors, District personnel, social service agencies, community resources, and educational institutions with regards to effective DSPS service delivery.

Interview students with disabilities to obtain information required to develop appropriate intervention and service delivery plans to accommodate individual student needs.

Maintain current working knowledge of a variety of complex regulations, requirements and policies related to Disabled Student Programs and Services.

Coordinate direct and indirect DSPS services for academic intervention and coordinate support services and personnel to meet requests made by students and/or faculty and staff.

Perform direct in-class DSPS services/academic interventions.

Maintain accurate and confidential records and files of students served; document services provided for academic intervention needs.

Serve as a liaison with faculty and campus community, educational and community-based organizations for referrals, consultation, and advocacy support for students with disabilities.

Develop forms, handbooks, manuals, and other written materials to facilitate student advisement and services.

Perform related duties and responsibilities as required.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Bachelor's degree in Social Sciences and Human Services and three (3) years of responsible experience in providing support services to students with disabilities.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Specialized advisement and para-professional services to students with disabilities, American with Disabilities Act, Title V Regulations and California Education Code Technical and working knowledge of a variety of assistive devices utilized by students with disabilities.

Technical and working knowledge of a variety of assistive devices utilized by students with disabilities.

Principles and procedures of providing educational support services at the college level for students with disabilities.

District services and community resources available to students.

Interviewing techniques.

Oral and written communication skills.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Modern office practices, procedures and equipment.

Working medical vocabulary and basic understanding of symptomology in relation to academic intervention.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

Principles and procedures of financial and statistical record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Abilities/Skills:

Actively listen to ascertain disabled students needs and make appropriate recommendations.

Provide specialized paraprofessional duties and advisement to students with disabilities.

Assess student needs and interests and develop viable plans and alternatives.

Interview students to determine program eligibility and obtain relevant data

Plan, develop and conduct informal workshops and orientations for students and staff.

Communicate clearly and concisely, both orally and in writing.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Work independently with little direction.

Train and provide work direction to others.

Plan and organize work to meet changing priorities and deadlines.

Analyze situations accurately and adopt an effective course of action.

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Maintain records and prepare reports.

Carry up to 25 lbs.

Establish and maintain a cooperative and effective working relationship with others.

WORKING CONDITIONS:

Typical office setting.

Extensive computer work.

Long periods of standing or sitting.

Direct contact with students with various health conditions (AIDS, HIV, Hepatitis, etc.)

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.