

DISABILITY SUPPORT SERVICES PROGRAM ASSISTANT

DEFINITION

Coordinates reasonable accommodations for adult students who have verifiable disabilities and are enrolled in classes at Division of Adult and Career Education (DACE) Service Area schools.

TYPICAL DUTIES

Reviews and maintains medical, psychological, and Individualized Education Program documentation to verify eligibility and to substantiate requests for reasonable accommodations.

Inputs, verifies, and maintains student records in coordination with the District Student Information Systems and maintains confidentiality of records for adult students with disabilities.

Assists adult students with disabilities to enroll in programs offered at District Service Area campuses.

Monitors and facilitates compliance with national, state, and local laws and LAUSD policies pertaining to individuals with disabilities.

Coordinates, arranges, and schedules activities for Disability Support Service staff, such as Sign Language Interpreters and Resource Assistants for students with visual impairments.

Communicates with instructors and staff concerning the needs of adult students with disabilities.

Facilitates the use of adaptive equipment, adaptive software, and other items used for reasonable accommodations and trains students on the use of accommodations.

Attends community outreach activities to inform the community regarding services.

Communicates and interacts with representatives of community agencies such as the California State Department of Rehabilitation, public mental health facilities, and LAUSD Special Education Programs to facilitate student support

May provide classroom support to adult students with disabilities.

May assist adult students with disabilities to identify and use reasonable accommodations which are conducive to the training program and educational goals.

May arrange for accommodations for all testing including intake, prerequisite, classroom assessments, proctors, reads, and scribes for students with disabilities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Disability Support Services Program Assistant assists the Disability Support Services Teacher Advisors and other school personnel by coordinating and providing support services for adult students with disabilities attending Division of Adult and Career Education (DACE) Service Area schools.

A Counselor Aide assists counselors or credentialed employees with tasks relating to student or youth counseling and guidance services involving educational and career planning, personal and social development, and follow-up activities.

SUPERVISION

General supervision is received from the Disability Support Services Program Teacher Advisor, Central Office Disability Support Services Advisor, Service Area Principal, or Principal's designee. Supervision is exercised over Sign Language Interpreters, Resources Assistants, and lower-level classified staff within the program.

CLASS QUALIFICATIONS

Knowledge of:

- Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Disabling conditions
- Reasonable accommodations
- Training programs and classes offered at DACE Service Area schools
- Eligibility requirements for students requesting disability support services
- District policies regarding enrollment of adults with disabilities at DACE Service Area schools
- Community resources available to adult students with disabilities
- Principles of supervision
- Microsoft Office Outlook, Word, and Excel

Ability to:

- Work effectively with students, school personnel, community organizations, and public agencies
- Use computers with Microsoft operating systems and word processing and spreadsheet software
- Act calmly and effectively in emergencies and when working with challenging students
- Manage workload and establish work schedules for the other support personnel
- Communicate effectively orally and in writing-

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience providing support services, such as assisting in registration, career selection, employment, accommodations, or attendance procedures for adult students with disabilities in an educational program setting.

or

One year of experience in a general office setting combined with experience working with individuals with disabilities in an educational setting utilizing adaptive equipment and a wide range of accommodations.

Special:

- A valid California Driver License.
- Use of an automobile.
- Proficiency in American Sign Language may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised and Title Change from
Disabilities Support Program Assistant-
11-25-13
CA