



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
West Valley Occupational Center
6200 Winnetka Avenue
Woodland Hills, CA 91367

Position Offered: Disability Support Services Advisor – [West Valley OC](#)
[Venice Skills Center](#)

Salary: The salary will be based on the current negotiated Teacher Hourly Rate schedule.

Job Description: The Disability Support Services (DSS) Advisor provides supportive and instructional services to adult students with disabilities. The position entails direct student contact to ensure proper program placement, program completion, opportunities for higher learning and supporting and motivating students towards successful completion of pathway requirements. The Advisor reports to the Principal (or designee) and works with site personnel to ensure compliance with district, state, and federal guidelines, regulations, and laws.

Duties:

- Provides comprehensive student support: case management, initial assessment administration and interpretation, Individualized Student Plan development and maintenance, class placement and registration, program orientation, and ongoing systematic support for students
- Communicates and collaborates with school counseling staff and Pathway Advisors
- Provides supplemental instruction to students and staff regarding adaptive equipment, technology, software, and general accommodations
- Verifies eligibility for services through the collection of documentation of disabling conditions and accommodations
- Facilitates services in compliance with district, state and federal guidelines, regulations and laws
- Develops and maintains liaison with community, public, private and government agencies to facilitate educational plans and options for adult students with disabilities
- Maintains accurate, complete records and disability documentation; creates and maintains confidential files for all students served
- Arranges for appropriate accommodations which support equal access and student learning; collaborates with Central Office DSS Advisor with placement of support services staffing such as Sign Language Interpreters and Resource Assistants for Students with Visual Disabilities
- Monitors student progress and provides support and intervention as needed
- Serves as a resource and provides information, consultation, training, and support to students, staff, and schools regarding disabilities, accommodations and instructional strategies and employability skills for students with disabilities
- Trains, schedules, and oversees specialized staff that provides direct support to adult students with disabilities
- Provides transitional support for graduates of High School Special Education programs into career pathways with maximum opportunity for success
- Maintains current knowledge of educational programs including Career and Technical Education, English as a Second Language, High School Diploma and High School Equivalency exam preparation

