

DISABILITY SUPPORT SERVICES PROGRAM ASSISTANT

DEFINITION

Assists the Disability Support Services Advisor and other school personnel in coordinating and providing support services for adult students and student with disabilities attending Division of Adult and Career Education (DACE) schools.

TYPICAL DUTIES

Assists Disability Support Services Advisor with reviewing and maintaining 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 enroll in programs offered at Division of Adult and Career Education (DACE) campuses.

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

Collaborates with Disability Support Services Advisor to coordinate, arrange, and schedule 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.

Provides assistance and offers program information to 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 such as tutoring and reproducing print material to braille for adult students with disabilities.

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

May arrange 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 Advisors and other school personnel by coordinating and providing support services for adult students with disabilities attending Division of Adult and Career Education (DACE) 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 Advisor, Central Office Disability Support Services Advisor, 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 schools
- Eligibility requirements for students requesting disability support services
- District policies regarding enrollment of adults with disabilities at DACE schools
- Community resources available to adult students with disabilities
- Principles of supervision
- Microsoft Office Suite
- DACE-Student Information System
- Adaptive equipment and software such as Closed Circuit TV (CCTV), SmartReader, and Braille Embossing machine, JAWS, and Kurzweil Assistive Technologies
- Online learning platforms such as Zoom, Schoology, and Remind

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, 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 and the availability of private transportation, or the ability to utilize an alternative method of transportation.

Proficiency in American Sign Language may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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