

**DSPS STUDENT ASSISTANT**

**DEFINITION**

Performs a variety of specialized services assisting faculty to provide instructional assistance for students in the Disabled Student Services Program.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Associate Dean of Disabled Student Program and Services.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Assists academic staff in scheduling and coordinating activities.

Interprets and applies rules, policies and regulations related to program services.

Communicates with various District personnel, students, outside agencies and the public as necessary to facilitate DSPS services.

Prepares and distributes teaching aids and instructional materials.

Provides instructional assistance to students with disabilities.

Assists with setting up, organizing and maintaining equipment and supplies.

Orients students on proper operation of relevant equipment.

Performs clerical duties including recording of attendance and test scores.

Assists students with registration procedures.

Assesses student progress.

Maintains a proper learning environment for students.

Assists in class supervision on field trips or other related activities.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Physical and emotional needs of students with disabilities.

Special resources and equipment designed and used by disabled students.

Federal and State laws in relation to Title 5 and ADA.

## **QUALIFICATIONS (continued)**

Policies, rules and regulations pertaining to program services.

Classroom procedures and rules of conduct.

Office practices, supplies and equipment.

### **Ability to:**

Physically participate in activity classes.

Understand and follow oral and written instructions.

Maintain records and prepare reports.

Operate a variety of equipment including TDD, computers and tape recorders.

Interact with faculty, staff, students and providers of services in a professional manner.

Respect and appreciate the diverse cultural backgrounds of and students.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

High school diploma or the equivalent.

20 units of coursework from an accredited university or college in physical therapy, education, psychology or a closely related field.

One year of experience providing services to persons with disabilities.

### **Desirable:**

Associate's Degree or equivalent coursework in a related field from an accredited college or university.

Prior experience working with students.