DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To provide highly responsible instructional support and paraprofessional functions involved in the organization, direction, coordination, and supervision of the learning services program for students with disabilities; to train, schedule, supervise, and evaluate the work of student staff; and to provide direct learning assistance services to students as appropriate to assignment. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, schedule, coordinate, and supervise the work of student staff. This job class exercises responsibility for directing and overseeing the day-to-day activities, operations, and services of a learning service program for students with learning, communication, and physical disabilities. Positions assigned to this class exercise a high degree of independence and initiative requiring proven abilities in the academic, instructional, and/or vocational area(s) to which assigned. Specific tasks may vary depending upon the area to which assigned and do not require the immediate presence of certificated staff.

SUPERVISOR: Director of DSPS

TYPICAL DUTIES:

- Provides learning assistance services to students with disabilities in support of instructors and established instructional goals.

- Organizes, directs, coordinates, and supervises learning assistance services to students with disabilities: providing students with auxiliary aides, special equipment, special manuals, and special environments.

- Trains, orients, assigns, supervises, and evaluates the work of student aides and/or clerical assistants.

- Recruits, interviews, and selects student tutors and/or clerical assistants.
Typical Duties (continued):

- Provides direct assistance to students as appropriate to assignment such as individual instructional assistance, disability management assistance and/or provision of special equipment and materials.

- Confers with instructional staff and/or counselors regarding student weaknesses and/or need for special services.

- Develops instructional aids, resources, and materials to meet student needs; oversees the use of library and/or other resource materials related to assigned functions.

- Develops and implements a system of disability verification.

- Monitors student progress and provides feedback to instructional staff and/or counselors regarding such progress.

- Maintains a variety of personnel information and records related to student staff; verifies time worked, student payroll information, and attendance.

- Establishes and maintains a variety of record keeping and filing systems related to program operations and student attendance, progress, test results, etc.

- May assist in the development and administration of learning services budget.

- Develops and implements a checkout/return system for a wide variety of specialized materials and equipment; orders needed supplies, equipment, and materials, to include instructional software; maintains appropriate stock levels and inventory records of specialized materials and equipment.

- Prepares a variety of reports and correspondence related to assigned operations.

- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:
- Needs of students with disabilities.
- Principles, practices, and applications of subject matter or discipline(s) to which assigned.
- Principles, methods, and procedures of instructing and providing learning assistance to students with disabilities.
- The proper use and operation of specialized equipment used by persons with communication and physical disabilities as appropriate to assignment.
- Record keeping methods and techniques.

ABILITY TO:

- Learn District policies and procedures as applied to the learning assistance program for students with disabilities.
- Perform a variety of learning assistance functions in support of students with disabilities.
- Monitor student progress and identify problem areas and areas of relative learning progress.
- Prepare, operate, maintain, and demonstrate specialized equipment and materials used by persons with disabilities.
- Operate standard office equipment including computers.
- Perform and delegate clerical work of varying difficulties.
- Effectively and tactfully communicate in both oral and written forms.
- Understand and carry out both oral and written instructions.
- Respond to questions and inquiries with tact and courtesy.
- Work with a significant degree of independence and judgment.

Employment Standards (continued):

- Organize work and set priorities.
- Supervise and/or train student assistants and/or other staff as assigned.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:
- Minimum of one year of experience in related area.
- Bachelor’s Degree or equivalent combination of education and experience.

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