



TITLE	CLASSIFICATION	SALARY GRADE
DISABILITY INTAKE FACILITATOR	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general supervision, facilitate the eligibility intake process for students with disabilities; interact and assist students with psychiatric disorders, auto-immune diseases, developmental, physical, and sensory disabilities, and learning disabilities to determine how their particular condition(s) may meet eligibility for disability support services; request, analyze and evaluate medical reports and disability verifications from health care professionals and other educational institutions; issues Access Permits; maintain highly confidential medical and educational records.

SCOPE:

The Disability Intake Facilitator has in-depth knowledge about the disabilities and needs of individuals with disabilities; facilitates access to the educational setting; interacts with students and screens individual disability documentation for eligibility; provides information about possible appropriate academic support services; coordinates the scheduling of student appointments and learning disability assessment; assists with the loan of assistive technology and equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Requests and analyzes medical reports and disability verifications from state licensed care providers; explains disability verification requirements to providers; and maintains confidential student files.
2. Refers students with disabilities to appropriate community and District resources; serves as a liaison for students with appropriate departments and agencies.
3. Interprets and explains District policies and procedures to students, faculty and staff who are requesting information and/or using services; adheres to Family Educational Rights and Privacy Act of 1974 (FERPA).
4. May assist with instructing students in the use of devices and equipment such as electric wheelchairs, communication devices for the Deaf, digital recording devices, and other technologies and coordinate the equipment loan services for the department.
5. Assists students with registration, petitions and other college forms.
6. May serve as a lead worker to other classified staff in the area.
7. May supervise and organize the work of student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Interpret medical reports; demonstrate sensitivity to, and respect for, a diverse student population who may exhibit disabilities such as medical frailties, psychiatric disorders, acquired brain injuries and physical and developmental disabilities; write clear and concise reports; maintain confidential files; understand, follow and give oral and written directions; interpret and apply policies and procedures; maintain cooperative working relationships.

KNOWLEDGE OF:

Services and equipment available to students with disabilities; District and community resources available for individuals with disabilities; current provisions of Americans with Disabilities Act, FERPA, HIPPA and Title 5; proper English usage; standard office productivity software and specialized systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

Previous (less than one year of full-time equivalent experience) experience working in a related educational setting. Some work experience with disabled persons preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking.