

**TITLE: Disability Support Services Technician**

**CLASSIFICATION: Classified**

**SALARY GRADE: C06**

**SCOPE OF POSITION:**

Under general supervision, facilitates testing accommodations, determines testing schedules, arranges use of testing facilities, proctors exams, provides academic support services for students with disabilities, and ensures students' accessibility to services and necessary 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. Processes requests to provide equipment to facilitate access for students with disabilities; maintains records of loaned equipment.
2. Serves as a liaison to provide academic support services for students with disabilities.
3. Schedules and proctors academic course exams and college placement tests; maintains order during tests, and ensures security of testing material.
4. Generates and provides access to course material in preferred alternate media. Provides testing documents in digital, audio, and Braille formats.
5. Provides information and responds to questions regarding services to students and the public.
6. Maintains records and performs administrative tasks.
7. Hires, supervises and trains student employees to take and transcribe lecture notes, read classroom materials.
8. May direct the work of short-term, non-continuing employees.

**KNOWLEDGE OF:**

1. Auxiliary services and assistive technologies to facilitate access for individuals with disabilities.
2. Local, state and federal resources, rules and regulations for individuals with disabilities.
3. Current office methods and practices.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

**TITLE: Disability Support Services Technician**

**ABILITY TO:**

1. Maintain currency in the use of assistive technology.
2. Interpret and apply policies and procedures.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. Demonstrate a sensitivity to, and respect for, a diverse population which includes individuals with disabilities.

**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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

High school diploma or GED required.

**EXPERIENCE:**

1+ year of previous experience in providing services to individuals with disabilities required.

**OTHER REQUIREMENTS:**

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

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*