



## Job Description

**Job Title: College Disability Services Assistant**

**JTC: T02**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides administrative support functions requiring the exercise of independent judgement, initiative and attention to detail in the administration and coordination of vocational rehabilitation programs for disabled and disadvantaged students.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to interpret policies, regulations and rules; makes decisions requiring independent judgment; composes correspondence independently; keeps complex records and prepares reports.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Able to provide information to students, prospective students, outside agencies, schools and visitors.

Demonstrate and disseminate information that requires knowledge and specialized information related to disability issues and needs of people with disabilities on campus and explanation and interpretation of established university and unit policies and procedures, and direct individuals to sources of additional information.

Oral and written communication skills to interact with varying levels of DCCCD staff, students and members of the general public from diverse backgrounds. Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus three (3) years of experience. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Compiles and maintains data, files and records regarding disabled students; prepares special reports at the request of the supervisor; provides supportive data for funding agency program applications and summaries.

Organize and coordinate physical arrangements for special events, meetings, projects, etc. Includes, but is not limited to: contacting participants; preparing agenda; reserving meeting rooms; preparing handouts; locating and negotiating with speakers; and preparing summaries of event used for budget and historical purposes.

Assist students through assessment; scores and records results; communicates findings to agency counselors responsible for student rehabilitation programs. Provides liaison with agency counselors to furnish services to meet student's special needs and submit evaluations of student's progress. Works with coordinator in finding, researching, and purchasing e merging adaptive software programs and equipment to better serve the disabled student population at the location.

Undertakes necessary training in order to utilize the equipment. Instructs students on proper use of same. Communicates and coordinates with representatives of agencies, organizations and institutions to publicize programs for the disabled and attain services for current students.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*