

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: COORDINATOR FOR ACADEMIC SUPPORT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Associate Dean of Disabled Student Programs and Services, the coordinator for academic support services will assume responsibility for the following areas and students: recruits, assesses, hires, supervises, evaluates and terminates students who function as American Sign Language interpreters, tutors, note takers, readers, scribes, captionists, and student aids; monitors tests being administered for Imperial Valley College instructors; functions and communicates effectively with students who are learning disabled, acquired brain impaired, visually impaired hearing impaired, mobility impaired, psychologically disabled, speech and language impaired, developmentally delayed or impaired by other disabilities; currently or concurrently enrolled high school students recruited or referred for DSP&S services; and limited English-speaking DSP&S students or candidates for services needing assistance or information regarding DSP&S services.

#### **REPRESENTATIVE DUTIES:**

Will coordinate and communicate with Associate Dean, counselors, and other support staff to define the degree and nature of academic support services to be provided to students with a disability.

Will develop and maintain appropriate documentation about DSP&S students and the services provided to them each semester; e.g., educational services contracts, test proctoring agreements with instructors, time cards of services received by DSP&S students, documentation of tutoring hours, and student aides' academic and work schedules.

Will recruit, assess, hire, supervise, evaluate and terminate student aides who function as interpreters, tutors, note takers, readers, scribes, and captionists; will supervise assignments and workload of student aides, will review and sign student aides' timesheets; and will complete student evaluation documents upon termination of student aides.

Will develop budget projections for cost of services provided in tutoring, note taking, and in interpreting upon instruction from the DSP&S Associate Dean.

Will coordinate test proctoring schedule with faculty and DSP&S students; will function as liaison with faculty for the retrieval and return of tests; will insure testing integrity and conditions in accordance with the test proctoring agreement; and will provide audio taped versions of tests as requested by the instructor.

Will develop and maintain effective working relationships with DSP&S students and their families, with DSP&S staff, and with the IVC faculty.

Will attend all staff and division meetings as required; will maintain a neat and orderly office.

Will participate and assume responsibilities for those services and activities that fall under the purview of the DSP&S Program, e.g., Disability Awareness Day; College and University Day; Career Fair; various events held by the DSP&S Program during the year; DSP&S in-service; programs and projects provided by Student Services personnel.

Will assume responsibility for writing reports about the academic progress of DSP&S students, other documentation required by the Chancellor's Office, and IVC Administration or the DSP&S Associate Dean.

Will attend conferences and staff meetings as required by the Associate Dean of DSP&S; will seek and obtain additional resources made available by the community and other college programs.

Will coordinate requests for adaptive classroom furniture for students and arrange for distribution and collection of furniture at the beginning and end of each semester.

Will assume other responsibilities which evolve from the needs of the DSP&S Program or from duties assigned by the DSP&S Associate Dean.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Philosophy and objectives of DSP&S.  
Principles and practices of training and supervision.  
Interpersonal skills using tact, patience, and courtesy.  
Record keeping techniques.  
Basic computer skills.  
Basic principles of budgeting.  
Correct use of oral and written English.

### **ABILITY TO:**

Communicate effectively with students, faculty, counseling and support staff.  
Establish and maintain cooperative and effective working relationships with IVC faculty and staff.  
Interpret and explain policies and procedures related to DSP&S provision of educationally related accommodations to disabled students.  
Understand and interpret applicable sections of Section 504 of the Rehabilitation Act, Americans with Disabilities Act, the State Education Code, and other applicable laws.  
Train and provide direction to student workers.  
Analyze situations accurately and adopt an effective course of action using sound judgment.  
Maintain records and prepare reports.  
Develop budget projections.  
Organize and prioritize workload.  
Work independently with minimal supervision.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: Associate Degree in Social Science, education or related field and two years of relevant experience, or a Bachelors Degree in psychology, social work, education, or a related field.

Fluency in Spanish, English, and American Sign Language is highly desirable.

**WORKING CONDITIONS:** Duties are primarily performed in a student services environment while sitting at a desk or computer terminal. Incumbents have extensive interactions with students, frequent interruptions, noise from talking or office equipment, and demanding timelines.

**PHYSICAL DEMANDS:** Incumbents regularly sit for long periods of time, walk short distances, use hand and fingers to operate office equipment, reach with hands and arms, stoop, kneel, or crouch to file, are required to speak clearly and distinctly for the purpose of providing information or over the telephone; see to read fine print and operate a computer; hear and understand voices over the phone and in person; lift, carry, and/or move object weighing up to 25 pounds.