

EL CAMINO COMMUNITY COLLEGE DISTRICT

Position Description - Disabilities Specialist

The primary duty of Disabilities Specialists shall be to assist students with disabilities to identify, request, and effectively utilize support services and accommodations to mitigate educational limitations imposed by their verified disability. Disabilities Specialists are assigned under the supervision of the Director of the Special Resource Center. Each Disabilities Specialist will discharge the following responsibilities at an optimum level of proficiency:

1. To provide verification of disability via review of outside documentation, observation or assessment of the student.
2. To determine eligibility for services and accommodations in accordance with Title 5 of the CA Education Code and other pertinent laws and guidelines, including but not limited to the Americans with Disabilities Act, Rehabilitation Act of 1973 Sections 504 and 508, and the Chancellor's Eligibility Model for Learning Disabilities Services.
3. To record services, verification of disability and monitor student progress on Student Educational Contract (SEC). To enter all contacts and services on the SEC in the student's Special Resource Center file, in accordance with MIS reporting deadlines.
4. To liaise with outside community agencies and other educational institutions including high schools, community colleges, and universities.
5. To teach courses as assigned in general conformity with official course outlines; to follow instructor duties and guidelines as posted in Instructor position description, as appropriate.
6. To serve as a contact or advocate with other faculty and/or with other departments on campus regarding issues of accommodations, physical and programmatic accessibility.
7. To assist students with issues related to disability, such as accommodations, assistive technology and support services.
8. To document all contacts and services including anecdotal reports in student's file; handle and maintain records in a confidential manner.

9. To increase the visibility and inclusion of students with disabilities in mainstream campus activities.
10. To refer students, when appropriate, to Counselors, other Disabilities Specialists, and staff members, programs, and services on and off campus for assistance.
11. To perform assigned committee work, including participation in program review, curriculum development and the accreditation process and attend meetings as assigned by the District, provided such assignments are reasonable.
12. To maintain records and reports appropriate to the DSPS function.
13. To engage in no outside employment or other activities that will impair the effectiveness of professional service and to refrain from authorizing or permitting any commercial exploitation of the Disabilities Specialist professional position.

Items 11 and 13 are not applicable to Part-Time Disability Specialists.

