

**RANGE N02**

**JTC NO. T02  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** College Disability Services Assistant

**DATE PREPARED:** April, 1986

**DATE REVISED/RETITLED:** Spring 1991; Fall 2003; Fall 2004; Fall 2006; Fall 2009;  
Summer 2012; Spring 2014; Fall 2016

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**GENERAL 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.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Communicates and coordinates with representatives of agencies, organizations and institutions to publicize programs for the disabled and attain services for current students.
- Assists 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 emerging 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.
- Organizes and coordinates 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.
- 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.
- Performs other duties as required.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

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**PHYSICAL EFFORT REQUIREMENTS:**

Occasionally required to assist disabled students with their physical needs; generally works with light, easy to handle material requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Associate's degree or higher plus one year of experience working in a public or private agency organized to provide services for the disabled **or** high school graduate plus three years' experience working in a public or private agency organized to provide services for the disabled. 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. 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. Official transcript will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

revised: 09/01/03; rje process; ccp  
revised: 08/23/04; ccp  
revised/retitled: 09/06; rje; ccp  
revised: 04/2009-ccp  
revised: rje 09/01/2009; rrg  
revised: 08/2012 – emm  
revised 02/2014 – emm  
revised: 122/2016 - EMM