



Job Description

Job Title: Senior Rehabilitation Specialist

JTC: CK7

Salary Range: N05

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

Responsible for the coordination and provision of services available to students with special needs within the campus disability and/or special services department. Provides several services such as but not limited to academic advising, assessment needs, aiding and making special arrangements, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience working with individuals with specific needs and disabilities. Must demonstrate a concerned and caring attitude toward students and sensitive to the needs of a special student population.

Knowledge of academic requirements, campus resources, student life and student support services. Ability to identify the needs of the student in order to make appropriate recommendations. Ability to act as an advocate for both the student and the District/Campus. Must have a service oriented attitude, flexible, patient and creative.

Proven ability to build solid working relationships and work collaboratively with students, faculty, and staff as well as individuals from diverse and multicultural backgrounds. Excellent attention to detail and time management skills to efficiently perform duties and create solutions for any issues which may occur.

Demonstrates a strong understanding of policies and procedures and complies with and applies policies and procedures appropriately. The ability to make decisions and solves problems by proactively gathering the right data from appropriate sources, probing all the facts and consider other perspectives.

Possesses exceptional interpersonal and organizational skills with the ability to manage multiple priorities, and the willingness to work and communicate effectively with a diverse population of faculty, students, and staff.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must have the



ability to occasionally lift and/or move up to 5 pounds. May be required to provide physical assistance to physically disabled students. Frequency and amount varies.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus four years' experience in providing services to disabled/disadvantaged individuals with a state or federal agency or institution. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for advising students; assessing needs and determining accommodations based on documentation. Interprets test scores and assists students identifying course selection options, TSI issues, and/or services available.

Responsible for the advisement, registration, drop/add and withdrawal functions, including the actual data entry into the registration system for each student advised. Maintains contact with state, federal and local agencies on matters relating to disabled students such as, but not limited to, Texas Commission for the Blind, Texas Rehabilitation Commission, Texas Human Services Department, etc.

Maintains contact and works with faculty, counselors, health personnel, and community and service organizations, in coordinating the disabled and disadvantaged student service program. Provides on and/or off campus training, workshops/orientations, related to disability awareness, ADA, department functions, etc. Collaborates with District committees to improve student services and attain updates on rules and regulations as it relates to students with disabilities.

Provides interpretation and supports the implementation of regulations as identified in the Americans with Disability Act of 1992, and Sections 504 and 50 of the Rehabilitation Act to assure that student needs are satisfied. Maintains accurate records on all students serviced for various purposes both mandated and required for continued funding and reporting, etc. Demonstrated ability to make decisions confidently and wisely, after adequately considering various existing courses of actions.

Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Effective and knowledgeable customer service skills.

May supervise two (2) or more full-time staff and monitor the budget.

Performs other 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.