



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
SERVICE FACILITATOR	CLASSIFIED	GRADE: I MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under general supervision, coordinate academic support services for students with disabilities; ensure students' accessibility to services and necessary equipment; assist in the recruitment, selection, training, and scheduling of student assistants and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Service Facilitator coordinates testing accommodations; determines testing schedule; arranges use of testing facilities; proctors students during exams; processes service requests and arranges requested assistance for students with disabilities.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates student assistants and short-term, non-continuing personnel to take and transcribe lecture notes, read classroom materials, serve as test proctors, or provide other classroom assistance for students with disabilities.
2. Processes requests to provide necessary equipment to facilitate access to buildings or classes for students with disabilities; maintains records of loaned equipment.
3. Schedules and proctors academic course exams and college placement tests; maintains order during tests; ensures security of testing material.
4. Generates and provides access to course material in preferred alternate media for example, large print, audio cassette, Braille and electronic text.
5. Coordinates the recruitment, selection, training, and scheduling of student assistants and short-term, non-continuing personnel.
6. Provides information and answers questions regarding services to students and the public.
7. Maintains database and performs administrative and clerical tasks as required.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze situations accurately and take appropriate action; interpret and apply policies and procedures; perform clerical and administrative work; understand and follow oral and written directions; train and direct the work of others; demonstrate sensitivity to, and respect for, a diverse population which includes a student population with medical frailty, psychiatric disorders, physical limitations, acquired brain injuries and learning disabilities; maintain cooperative working relationships.

KNOWLEDGE OF:

Auxiliary services and adaptive equipment required by hearing or visually-impaired persons; federal, state, or local resources for the hearing or visually-impaired; modern office methods and practices; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools; proper reception and telephone etiquette.

Preferred additional knowledge: Laws regarding disabilities such as the Americans with Disabilities Act.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school.

Experience:

Experience in providing services to students with disabilities-

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting items (up to 50 lbs. unassisted), bending, standing, climbing or walking.