



Job Title: Test Proctor, Accessibility Intake

Salary Range: \$15.00 per hour

Reports to: Associate Dean, Accessibility Services

Since 1965 Dallas College (formerly known as the Dallas County Community College District (DCCCD)) has served more than three million students. Dallas College is one of the largest community college systems in the state of Texas and includes seven campus locations around the Dallas-Fort Worth metroplex. We strive to be a leader in the community college space, placing students at the center of everything we do.

Job Summary

The Test Proctor, Accessibility Intake is responsible for interpretation and application of the regulations of Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and College policies and provisions for accommodation of Dallas College students with disabilities. The Test Proctor is responsible for providing administrative assistance and facilitation in the distribution of a range of group and individual standardized testing, both automated and manual, administered through a centralized location for students with disabilities. Also responsible for encouraging and supporting an environment throughout the college that is accessible, both architecturally and attitudinally, for students with disabilities. Promotes equal access through coordination of efforts with on and off-campus entities, programs, and agencies.

Required Knowledge, Skills and Abilities

<ul style="list-style-type: none"> • Experience leading or managing major change initiatives 	<ul style="list-style-type: none"> • Employ and deploy data-informed and results oriented initiatives
<ul style="list-style-type: none"> • Ability to identify and address opportunities and challenges that arise as a result of Dallas College's current transition 	<ul style="list-style-type: none"> • An understanding of contemporary issues in higher education is required through professional development activities
<ul style="list-style-type: none"> • Experience working with student support programs (counseling, threat assessment, health & wellness programs, etc.) 	<ul style="list-style-type: none"> • Ability to maintain confidentiality of information exposed to in the course of business regarding students, supervisors or other employees
<ul style="list-style-type: none"> • Experience working with special populations with differing needs such as foster care, homeless, underrepresented males, first generation students, veterans, etc. 	<ul style="list-style-type: none"> • Highly collaborative leader with experience in a comparably diverse and complex college/university with a proven track record of enhancing quality, excellence, institutional diversity, equity and inclusion, and student success
<ul style="list-style-type: none"> • Ability to work effectively with ethnic, cultural, and socially and economically diverse student populations 	<ul style="list-style-type: none"> • An appreciation of shared governance and evidence of strong ability to work effectively and collaboratively with administration, faculty, students, staff, and other constituent groups and partners, both within and outside a college or university with diverse academic, socioeconomic, cultural, and ethnic backgrounds
<ul style="list-style-type: none"> • Knowledge of applicable laws and regulations regarding student accessibility and the Americans with Disabilities Act and Veterans 	<ul style="list-style-type: none"> • Excellent time management, and organizational and problem-solving skills

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Created 03/2021



<ul style="list-style-type: none"> • Knowledge and understanding of student development theory and programs; knowledge of student due process policies/procedures; knowledge and understanding of the current issues and trends in student affairs and student development 	<ul style="list-style-type: none"> • Ability to identify, address, and collaborate with other academic leaders on solutions to barriers preventing a significant portion of our population from having a job that pays a living wage
<ul style="list-style-type: none"> • Experience in assessment of program(s) effectiveness, and development of guidelines to enhance student success units within the institution and with accrediting bodies 	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to communicate effectively, verbally and in writing, complex ideas, and information to a variety of stakeholders/constituents within the Dallas College community network related to career and academic requirements

Physical Requirements

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

Minimum Qualifications

- High School or equivalent
- Current and valid Texas driver's license required
- Experience working with ADA Compliance
- Experience working with diverse student and staff populations
- Excellent interpersonal relations skills
- ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Key Responsibilities

- Leverages technology platforms such as Navigator, Pieces, and Accommodate to support students with disabilities.
- 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.
- Assist 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 e merging 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. Communicates and coordinates with representatives of agencies, organizations and institutions to publicize programs for the disabled and attain services for current students.
- Completes required Dallas College Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the Dallas College community network. Provide excellent customer services to clients.
- May assist in development of schedules for part-time applicants to fill vacancies in interpreter or tutor positions. May maintain related department records. Excellent oral and written communication skills



to work effectively with a wide variety of individuals from diverse backgrounds. Ability to provide quality customer service. Must have excellent customer service skills.

- Create and maintain a confidential database for student files while maintaining HIPAA compliance.
- Provide information to prospective students and parents regarding services provided and disability documentation requirements, as well as respond to public inquiries.
- Develop and implement in-service training for staff and faculty. Present accessibility and disability information at campus events for students, faculty, and staff.

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.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.