

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ROP DIRECT PROFESSIONAL TRAINING (DSPT) SPECIALIST

RANGE: 16

BASIC FUNCTION:

Under the direction of an assigned Manager, Student Programs perform a variety of duties in support of Direct Support Professional Training (DSPT), a mandatory competency based training program for all direct support staff and administrators who perform direct support working in licensed community care facilities.

DISTINGUISHING CHARACTERISTICS:

The ROP Direct Support Professional Training (DSPT) coordinates the 70-hour mandated training for all licensed community care facilities direct support staff, and must be certified to proctor the DSPT Challenge Skills Test and Challenge Test Skill Check Component that requires direct support staff to demonstrate knowledge of how to properly assist individuals with the self-administration of medication.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the Direct Support Professional Training (DSPT)

Conduct the DSPT Test and Medication Skill Check

Maintain DSPT files and records.

Procure DSPT class sites near community care facilities assuring that they provide an environment that is conducive and suitable for learning.

Schedule teachers and, when necessary, substitute teachers to conduct the mandated training.

Recruit students through marketing DSPT classes, register new students, and process requests for re-issuing of certificates.

Administer and serve as proctor for the DSPT Challenge Test and the DSPT Test Skill Component. Assemble artificial medication for the Medical Skill Check Component.

Review and score the DSPT Test Skill Component.

Prepare, process, and mail final DSPT tests to the state for scoring and send final results to students.

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Maintain sufficient amount of testing materials, supplies and equipment for each training/testing site.

Serve as a liaison to the Department of Developmental Services, California Department of Education, East Bay Regional Center, East Bay Community Care Facilities and facilities in other counties that request DSPT.

Organize and schedule mandated advisory committee meetings for the DPST Program.

Prepare and maintain a variety of records, reports and files related to students, various agencies and assigned activities.

Reconcile travel expense forms from teachers, invoices from the State and ensure that proper credits for testing and training are recorded and received.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and participate in various meetings, conferences, in-services and special events as assigned; coordinate and facilitate oral and visual presentations for classes and local agencies.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Program procedures and related laws, rules, and regulations
Policies and objectives of assigned programs and activities
Recruitment and marketing strategies
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Public relations techniques.

ABILITY TO:

Operate standard office equipment including a computer and assigned software.
Prepare and maintain a variety of records and reports.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others including students, staff, prospective employers and other partnerships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's Art Degree and/or business related coursework, and three years experience working in student services, vocational programs or related field.

LICENSES AND OTHER REQUIREMENTS:

California Mediation Skills Check Training License
California Proctor Challenge Skills Check Certification
Valid California driver's license.
Bilingual preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist kneeling or crouching.