



Reader/ Scribe Policies

A Reader/ Scribe is employed by the Disabled Student Program and Services to work on a one-on-one basis with a student who is enrolled at the Disabled Student Program and Services. Students who have been approved to use this service have a disability or physical condition that limits them accessing the same opportunities as any other student attending Imperial Valley College. A Reader/Scribe mainly assist students in class unless otherwise specified by the DSPS Specialist or DSPS Coordinator.

1. This service is provided on a case-by-case basis and the student has provided the DSPS Office with documentation verifying disability.
2. Reader/Scribes are provided by Imperial Valley College for in class support and ***must be requested with a reasonable amount of time each semester.***
3. The DSPS Specialist or DSPS Coordinator will determine:
 - ❖ Specific tasks the Reader/ Scribe will perform
 - ❖ Beginning and end date of the period the student will be served
 - ❖ Job location
 - ❖ Number of hours the Reader/ Scribe will be assisting the student
4. DSPS will hire and train Reader/ Scribes prior they start working with student. Students are encouraged to give direction to Reader/ Scribes pertaining their job (i.e. preferences on notes delivery, in class seating preference).
5. Students who make adjustments to their class schedules after they have been assigned a Reader/ Scribe will not be guaranteed to have a R/S for their class, but alternatives will be offered.
6. If student is having issues with a Reader/ Scribe, they should contact the DSPS Specialist. The DSPS Specialist will help the student and Reader/ Scribe work towards a resolution.
7. DSPS makes every attempt to hire Reader/ Scribes that meet the requirements of the job. Should a qualified Reader/ Scribe failed to complete duties or show up to work, the DSPS Office will attempt to provide a trained Reader/ Scribe until a qualified Reader/ Scribe is secured.
8. The Reader/ Scribe hiring process may be delayed if the service was not requested in a reasonable amount of time prior the start of the semester during which the student has requested services.
9. Student and Reader/ Scribes should ***only*** exchange emails for communicating or notes delivery. Personal phone numbers or other personal contact should ***not be shared.***

10. Communication between Reader/ Scribe should only be related to coursework or job specifics for any other questions the student should contact the DSPS Office.
11. Students and Reader Scribes work should be on campus.
12. Reader/ Scribes will not be paid if they have not received permission or if the student has not been approved for this service by the DSPS Specialist or DSPS Coordinator.
13. DSPS reserves the right to suspend or discontinue services if there were to be any violation or abuse of services.