Title: Learning Disability Coordinator

Pay Scale Group: 14
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, coordinate and facilitate reasonable and appropriate accommodations for disabled students. Assist in designing individual educational plans and evaluate prospective clients (students) for inclusion in the program.

Characteristic Duties

- Assist in designing individual educational plan using information obtained from instructors, class syllabi, individual test results and government guidelines which include assisting students in preparing and selecting schedules.

- Assist in the initial evaluation of prospective students after admission procedures have been completed. Advise administration and faculty regarding legal rights and responsibility to disabled students.

- Facilitate appropriate accommodations for students with disabilities. Instruct students about how to inform their instructors regarding accommodations.

- Advise students with disabilities regarding effective learning and thinking techniques, including time management, discipline and student responsibility.

- Coordinate with appropriate community resources. Participate in disability workshops on and off campus.

- Provide group and individual counseling to faculty, staff, and students.

- Advise students on academic matters, and educational alternatives open to them.

- Develop programs to assist in the development of students.

- Assign work; ensure proper workflow of the unit; act as lead worker.

- Perform related duties based on departmental need.

Unusual Working Conditions

- N/A.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in program coordination and student counseling.

Last updated: December 2009