Title: Learning Disability Specialist

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.

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

• Perform related duties based on departmental need.

Minimum Qualifications

• Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must include providing services for disabled students. Knowledge of legal guidelines for section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 is required.