



Position Title:	Learning Disability Specialist	
Reports To:	Director	
Department:	ACCESS	Job Code: 0755
Prepared By/Date:	Jennifer C. Brito/9-2008	Job Group: PEC
Approved By/Date:	Kenneth Marquard/6-23-2010	Salary Grade: 15
Revised:	Jennifer C. Brito/7-20-2010	FLSA Status: Exempt

Summary:

The Learning Disability Specialist is responsible for supervising programs and services for students with learning disability at the Wolfson Campus. This individual also oversees all resource advisement services for all students with disabilities, and as Assistant Director of ACCESS, leads the department in the absence of the Director.

Essential Duties and Responsibilities:

- Oversees all processes that address documentation of disability and development of accommodations.
- Oversees all diagnostic testing services and processes involving source substitution and waivers for program admission, completion, and graduation.
- Oversight of all student initiatives that improve program completion outcomes for all students with disabilities.
- Conduct workshops and other presentations on learning disabilities and other disability issues for the professional development of faculty and staff.
- Works with the Director to address all aspects of department services and resources that accomplish the mission of ACCESS, demonstrate student success with measurable outcomes, and effective and efficient use of funding sources.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Must possess good communications skills, both oral and written.
- Ability to work in a multi-ethnic/multi-cultural environment.
- Training in special education and diagnostic evaluation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in Special Education or Psychology and two (2) years of related experience. Certification in learning disabilities preferred.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name