



Position Title: Part-Time Auxiliary Aid Student Specialist

Job Code: 8107

Reports To: Department Chair

Grade: H5

FLSA: Exempt

Job Description:

The Part-Time Specialist is responsible for the organization, implementation, and supervision of note takers for students with disabilities and overseeing support for students who have disabilities.

Duties & Responsibilities:

- May recruit, screen, monitors and train note takers and maintain the note taking data base
- Monitors the administration of student feedback surveys
- Arranges and oversees the placement of special furniture in classrooms
- Performs other duties as assigned
- Plans and implements specific approaches that will enable the students to either make progress or find alternative life options
- Teaches each semester a not for credit course based on materials developed by the Department of Education called Dare to Dream for Adults.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution and three (3) years of experience working with students with disabilities; or Bachelor's degree in related discipline
- Experience working with students with disabilities
- Knowledge of computer using Excel and Microsoft highly desirable

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name