



**Position Title:** Part-Time Coordinator for Learning Disabilities/Access Services  
**Reports To:** Director of ACCESS  
**Department:** College-wide  
**Prepared By/Date:** Jennifer Brito/05-28-2010  
**Approved By/Date:** College-wide  
**Revised:** Donna French/10-21-2011

**Job Code:** 8109  
**Job Group:** H1-NIE  
**Salary Grade:** H6  
**FLSA Status:** Exempt

**Summary:**

This position is responsible for developing and implementing programs and services for students with learning disabilities campus wide. Provides specialized services, coordinates, and administers diagnostics tests.

**Essential Duties and Responsibilities:**

- Interprets and explains diagnostic tests
- Recommends learning strategies and accommodations that assist students in compensating for their learning disability
- Prepares and presents information, materials, and dissemination of program information and academic advisement
- Monitors student's progress and maintain records
- Perform other duties as assigned

**Knowledge, Skills and Abilities:**

- Possess excellent oral and written communication skills
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to manage multiple tasks in a fast-paced environment
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**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.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Bachelor's degree in Special Education or related field and three (3) years of related experience
- Training and/ or experience in Special Education

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name