



## Job Description

**JOB TITLE:** Learning Disabilities Specialist

**LAST REVISED:** JANUARY 1996

### DEFINITION

Under general direction of an educational administrator, to assist in the development and implementation of the Learning Disabilities Program and do related work, as required.

### JOB CHARACTERISTICS

Incumbent may supervise student and/or other temporary help, as assigned.

### EXAMPLES OF FUNCTIONS AND TASKS

**Assessment/ Evaluation - ESSENTIAL:** Assess and evaluate students for services with regard to learning disabilities in conformity with the Eligibility Model mandated by the Chancellor's Office of the California Community Colleges (COCCC); perform intake and screening of students; administer appropriate secondary eligibility procedures and administer, score, and interpret evaluations, including the Woodcock/Johnson Psycho-Educational Battery (WJ) revised and/or 3, the Weschler Adult Intelligence Scale – 3 (WAIS-3), the Wide Range Achievement Test – 3 (WRAT-3), and the Nelson Denny Reading Test; ability to administer the intake interview, to use the Computerized Assessment/Record Keeping system (CARS-W), make professional judgments, regarding student learning disability (LD) eligibility from evaluations completed personally and/or those completed by Instruction Assistant-Learning Disabilities staff members, as necessary; certify eligibility for LD services.

**Program/ Curriculum Development - ESSENTIAL:** Develop perceptual training programs and curriculum; develop/enhance learning disability assessment curriculum.

**Accommodation Services - ESSENTIAL:** Determine necessary reasonable accommodations and/or other services for LD students according to individual student needs, in conformity with COCCC guidelines, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA) as they pertain to educational services for LD students; serve as liaison between Learning Disabilities Program and Instructors and other District staff with regard to matters of reasonable accommodation of LD students; serve as an advocate for LD student interests and needs.

**Instruction - ESSENTIAL:** Instruct students in Perceptual Training, including visual perception and processing, auditory processing, learning strategies and compensatory skills; instruct students in Learning Disabilities, including orientation to learning disabilities and individualized evaluation of students for learning disabilities; participate in shared governance activities, as feasible and appropriate.

**In-Service Training - ESSENTIAL:** Provide training to Instructional Assistant-Learning Disabilities staff members regarding Perceptual Training programs and curriculum and Learning Disabilities orientation; provide in-service training to District faculty and other staff regarding learning disabilities.

**Recordkeeping - ESSENTIAL:** Maintain class attendance and grade records for all classes taught; **develop** and certify Student Educational Plans (SEPs) for each identified LD student eligible for services, California Community Colleges Management Information Report of Primary and Secondary Disabilities data, and student confidential records.

**Supervise Student and/or Other Temporary Help - ESSENTIAL:** Supervise student and/or other temporary help, including interns, volunteers and temporary hourly Instructional Assistants and Tutors, assigning hours and duties and evaluating work performance.

**MINIMUM QUALIFICATIONS****Degree Requirements:**

**ESSENTIAL:** Incumbent must possess a Master's degree in the category of disability or special education, or education, or psychology, or educational psychology or rehabilitational counseling AND fifteen (15) semester units of graduate study or upper-division units in area of disability, to include, but not limited to, Learning Disabilities OR the equivalent

**Licenses/Certifications:**

**ESSENTIAL:** Incumbent must have successfully completed COCCC Learning Disabilities Eligibility Model training in order to comply with COCCC requirements for those making LD student eligibility determinations.

**Knowledge of:**

**ESSENTIAL:** Chancellor's Office of the California Community Colleges (COCCC) Learning Disabilities Eligibility Model; learning and other disabilities; Perceptual Training techniques; instructional techniques and practices; curriculum development; evaluation/assessment instruments, including the Woodcock/Johanson Psycho-Educational Battery (WJ) revised and/or 3, the Weschler Adult Intelligence Scale – 3 (WAIS-3), the Wide Range Achievement Test – 3 (WRAT-3), and the Nelson Denny Reading Test. **PERIPHERAL:** Federal and State laws regarding educational services and reasonable accommodations for learning disabled students, including Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), those portions of the California Government Code referred to as the California Education Code, and California Assembly Bill (AB) 77.

**Ability to:**

**ESSENTIAL:** Administer and/or interpret evaluation/assessment testing instruments, including the Woodcock/Johanson Psycho-Educational Battery (WJ) revised and/or 3, the Weschler Adult Intelligence Scale – 3 (WAIS-3), the Wide Range Achievement Test – 3 (WRAT-3), and the Nelson Denny Reading Test; interpret and explain to others Federal and State laws regarding educational services and reasonable accommodations for learning disabled students, including Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), those portions of the California Government Code referred to as the California Education Code, and California Assembly Bill (AB) 77; make accurate assessments concerning eligibility of students for learning disabled programs and services in conformity with the COCCC Learning Disabilities Eligibility Model; instruct students in assigned classes; develop curriculum; supervise students and/or other temporary help; train Instructional Assistant II- Learning Disabilities staff in Learning Disabilities and Perceptual Training; work independently; communicate effectively orally and in writing; follow oral and written directions; listen effectively; communicate effectively with and maintain cooperative working relationships with students, staff, and the general public; identify and solve problems; make presentations to groups; function well under pressure from deadlines, timetables, etc. **PERIPHERAL:** Successfully interact with and provide services for students with learning and other disabilities who may be experiencing emotional and/or other difficulties; maintain flexibility with regard to responding to situations requiring tact, discretion, sensitivity, and creativity with respect to providing services to students on an individual basis; facilitate student learning and remediation of problems and deficiencies.

**Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary nature, and to accomplish the following, with or without reasonable accommodation: Almost Constantly: Utilize vision (near) to write and read printed materials and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; walk, to move about office, classroom/laboratory, and campus environs; stand upright and forward flexing to tutor and otherwise give presentations to groups of students and others. Frequently: Sit, to accomplish desk work; utilize manual and finger dexterity to demonstrate teaching aids and to type/keyboard and/or use mouse to operate microcomputers and CRTs. Occasionally: Lift (from waist level, max. 35 lbs.) and carry (max. 35 lbs.) to move boxes of printing and supplies into and out of storage areas, and to move office furniture such as



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chairs; reach (from low, level, and overhead) to reach file cabinets and shelves; stoop, squat, and bend to reach file cabinets and cupboards.

**Faculty Salary Schedule, Subject to Placement at Date of Hire.**

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification III, Bloodborne Pathogens Exposure Control Program.**