Position Summary/Description

• **College #1:** Under the direction and supervision of the Dean of Student Services & Counseling, conduct learning disabilities (LD) assessments of current and potential community college students with disabilities through individual and group interactions.

• **College #2:** Under the direction of the Director, DSPS, the adjunct will be responsible for the provision of assessment for CalWORKs clients with possible learning disabilities.

• **College #4:** Under the direction and leadership of the Dean of Counseling, Matriculation and Personal Development, the Disability Support Services (DSS) Learning Disability Specialist provides assessment for learning disabilities and disability management support for students with learning disabilities.

Position Responsibilities and Duties

• **College #1:** The adjunct Specialist shall be responsible for the following: Continuing professional development; utilizing current technology in the performance of job duties; maintaining standards of professional conduct and ethics appropriate to the professional position; assuming other responsibilities as assigned by the area dean; fulfilling other duties and responsibilities of an adjunct faculty member as outlined in the college faculty handbook.
Typical duties:

- Screen students for possible learning disabilities.
- Conduct LD intakes to determine appropriateness for full LD assessment.
- Administer diagnostic testing in order to determine eligibility for LD services in accordance with the California Community Colleges Learning Disabilities Eligibility and Services Model.
- Meet individually with students to discuss their diagnostic results, learning styles, academic adjustments and auxiliary services (accommodations), and academic concerns.
- Recommend appropriate learning strategies and academic adjustments and/or auxiliary services.
- Conduct intake with students with disabilities who are applying for services to verify disability documentation or other verifying information, and determine eligibility for services.
- Prepare and maintain records for each student according to applicable reporting requirements, relay pertinent information to college personnel as needed within the confidentiality of such personal information and records as required by law.
- Provide liaison services between students and appropriate campus and community resources (i.e., EOPS, Financial Aid, Department of Rehabilitation).

**College #2:** The assignment includes: providing assessment for learning disabilities using the California Community College Eligibility Model; evaluating clients’ academic strengths and weaknesses; discussing test interpretation and recommended accommodations with clients; consulting with CalWORKs personnel regarding implementation of accommodations and strategies for potential work; maintaining related records for completed assessment and services provided to clients; representing DSPS at meetings and District functions as needed; and, other duties as assigned.

**College #3:** Under the direction of the Dean of Disability Support Programs and Services (DSPS), the Learning Disability Specialist has the following responsibilities and performs the following duties in support of DSPS at the college:

1. Pre-screen, administer, score and interpret mandate assessment battery for determining eligibility of students with prospective learning disabilities.

2. Prepare, interpret and analyze information from assessments, and other information from medical, psychological and educational documentation to determine eligibility and to develop and implement accommodations and services.

3. Identify educational limitations and designate appropriate accommodations designed to help students with learning disabilities to achieve academic success.
4. Prepare, monitor, and update Academic Accommodation Plan (AAP) to ensure students with learning disabilities are receiving appropriate accommodations and services and are successfully progressing towards their academic goals.

5. Act as liaison between campus faculty and staff regarding equity issues affecting students with learning disabilities.

6. Provide training and counseling to campus wide faculty and staff concerning laws and regulations regarding students with disabilities, confidentiality issues, and strategies for assisting and referring students with disabilities to appropriate campus services.

7. Develop, monitor, and modify (as needed) Student Education Plans (SEP) for students pursuing certificate, Associate Degree, and/or transfer programs.

8. Maintain liaison with educational and community based organizations through ongoing outreach efforts and events.

9. Teach basic skills courses (math, writing, study skills) designed for students with learning disabilities and students who would benefit from acquiring learning strategies to facilitate and improve their academic performance.

10. Collaborate with the staff and faculty of DSS and the DSPS Computer Access Lab.

- **College #4:** The Disability Resource Center department is seeking qualified part-time Learning Disabilities Specialists to provide diagnostic procedures to verify eligibility for services provided to those with learning disabilities under the California Community Colleges guidelines, verifying eligibility using testing and documentation available from sources outside the California College system, and provide appropriate educational accommodations, recommendations and referrals. In addition, the position may teach instructional support and disability management courses for students with disabilities.

- **College #5:** Provide assessment for learning disabilities using the Learning Disability Eligibility and Services Model (LDESM); evaluate, from outside sources, disability verification and outside assessment results relative to inclusion in the Learning Disability (LD) Eligibility and Services Model; make appropriate educational recommendations and academic accommodations based on diagnostic assessment; provide disability management counseling, including disability, academic planning, career, and personal counseling, to students with learning disabilities develop and monitor Student Education Contracts (SEC) for students with learning disabilities to assist students in meeting their educational goals; collaborate with college instructors, counselors, and Disability Support Services personnel to assist students in pursuit of their educational goals; provide consultation and support to campus faculty and staff regarding student accommodations and DSS programs and services as required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; maintain liaison with educational and community-based organizations for ongoing referral outreach and recruitment; may serve as instructor for basic skills Personal Development courses relating to disabilities; participate in professional activities, curriculum development, and campus committees; perform related duties and responsibilities as required.
Special Requirements/Knowledge/Abilities

- **College #1:** We value:
  
  o Training and experience in assessing and diagnosing specific learning disabilities using appropriate diagnostic instruments, e.g., the Wechsler Adult Intelligence Scales (WAIS-IV), the Wechsler Individual Achievement Test (WIAT III), the Woodcock-Johnson Psycho-Educational batteries (WJ-IV Achievement, WJ IV Cognitive, and WJ IV Oral Language), the Nelson Denny Reading Test (ND), the Wide Range Achievement Test (WRAT 4).
  
  o Knowledge of the fundamentals of non-visible disabilities and the psychological aspects of adults with LD.
  
  o The completion of the California Community College Chancellor’s Office training on their Learning Disabilities Eligibility and Services model.

- **College #3:**
  
  o Knowledge of the psychosocial implications of a learning disability with or without co-existing cognitive impairments such as ADHD, ABI or psychiatric disabilities.
  
  o Knowledge of the legal issues related to disability accommodations in educational and vocational settings.

- **College #5:** MUST HAVE KNOWLEDGE OF: Operations, services, and activities of the Disability Support Services program; diverse student populations in the programs; counseling principles, practices, and techniques; applicable policies, procedures, goals, and objectives of the Disability Support Services program; community college system and California Community College Learning Disability Eligibility and Services Model; pertinent federal, state, and local laws, codes, and regulations; effective and appropriate communication skills; principles and procedures of record keeping and report preparation; modern office procedures, methods, and equipment including computers and applicable software; English usage, spelling, grammar, and punctuation; interpersonal skills using tact, patience, and courtesy; oral and written communication skills.

MUST HAVE ABILITY TO: Participate in the activities and services offered in the Disability Support Services program; provide a full range of academic, career, and personal counseling services to a diverse student population; apply diagnostic assessment skills necessary to determine the exceptional learning needs of disabled students; assist in the development, administration, and implementation of program goals, objectives, and procedures; exercise critical and independent judgment; interpret and apply applicable federal, state, and District policies, laws, and regulations; work successfully with District faculty, administrators, and staff; effectively utilize applicable computer software applications; work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
Minimum Qualifications

- **Basic Minimum Qualifications for Learning Disabilities Specialist per California Code of Regulations Section 53414:**
  - The minimum qualifications for service as a community college Learning Disabilities Specialist shall be Master’s degree in Learning Disabilities, Special Education, Education, Psychology, Speech Language Pathology, Communication Disorders, Educational or School Psychology, Counseling, or Rehabilitation Counseling and fifteen semester units of upper division or graduate study in the area of learning disabilities, to include, but not limited to adult cognitive and achievement assessment or the equivalent. (Effective 8-31-2016)
  

- **College #1:**
  - Have a master’s degree from an accredited institution in Learning Disabilities, Special Education, Education, Psychology, Speech Pathology, Communication Disorders, Educational Psychology, Counseling, or Rehabilitation Counseling; Or, hold a California Community College Instructor’s Credential in the discipline area; OR, the equivalent.*
  - In addition, have fifteen semester units of upper division or graduate study in the area of disability, to include but not be limited to: a) learning disabilities; b) developmental disabilities; c) deaf and hearing impaired; d) physical disabilities; e) adapted computer technology.
  - Completion of training on the California Community College Learning Disabilities Eligibility Model. If not already certified, eligibility and willingness to become certified by the Chancellor’s Office is required.
  - Have sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles.
  *Note: Applicants applying under the “equivalent” provision must attach details and explain how their academic preparation is the equivalent of the degrees listed above.

- **Colleges #2-5:** All colleges listed the current minimum qualifications per Title 5, consistent with the date of the job description. Effective 8-31-2016, all minimum qualifications should be consistent with those listed above.

Desired Qualifications/Preferred Qualifications

- **College #2:** The successful candidate shall demonstrate:
  - Completion of the California Community College Chancellor’s Office “Learning Disabilities Eligibility Model Training” OR verified professional training on one or more of the following assessment instruments: Wechsler Adult Intelligence Scale (WAIS III or WAIS IV), Woodcock Johnson III or Wechsler Individual Achievement Test (WIAT II).
- Recent experience, in an educational setting, administering and interpreting the WAIS IV, Woodcock Johnson III, WIAT II, and other applicable assessment instruments.
- Knowledge and application of appropriate work and instructional strategies and methodologies for students with learning disabilities.
- Ability to work effectively as a member of an interdisciplinary team providing support to clients with learning disabilities.
- Knowledge and application of technology for the purpose of assessment, recordkeeping and instruction.
- Ability to communicate effectively in writing.
- Effective interpersonal communication skills.
- Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.
- Ability to work independently with minimal supervision.
- Effective organizational skills and the ability to complete tasks in a timely manner.

- **College #3:**
  - Experience with instruction and academic advisement for adults from diverse backgrounds with learning and educational impairments, and related disabilities.
  - Recent experience working with adults with learning disabilities.
  - Experience using assistive technology and computer-assisted instruction for students with disabilities.
  - Experience developing curriculum for students with learning disabilities.
  - Experience in the interpretation, administration, and application of testing results for educational interventions.
  - Experience with group instruction in developmental language, mathematics, and learning strategies for students with disabilities.
  - Knowledge of assessment measures (academic, vocational, psycho-social and cognitive) to include interpretation and utilization in the counseling process.

- **College #4:**
  - a) Learning Disabilities Eligibility and Services Model (LDESM) certified
  - b) Recent experience administering and interpreting the Wechsler Adult Intelligence Scale (WIAS) IV, Woodcock Johnson IV, and other applicable assessments
  - c) Experience in assisting students with learning disabilities with application of learning strategies and methodologies
  - d) Experience working effectively as a member of a team providing support to students with learning disabilities
Licenses/Certifications

- **College #2:**
  - [If possess] California Community College Disabled Student Programs & Services Credential with a specialization in Learning Disabilities that is valid for life
  - [If possess] Certificate of completion: California Community College Chancellor's Office “Learning Disabilities Eligibility Model Training”

- **College #3:**
  - Learning Disabilities Eligibility and Services Model (LDESM) Training Certificate from the California Community College Chancellor's Office. If not already trained, finalist must agree to complete the training and receive their certificate within 6 months of the starting date.

- **College #4:**
  - A Learning Disabilities Eligibility and Services Model (LDESM) certification is preferred.

Diversity Statement

- **College #2:** All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

- **College #4:** Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

References

Los Rios Community College District
San Diego Community College District
Foothill-DeAnza Community College District
Palomar Community College District
Southwestern Community College District