

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

## **JOB DESCRIPTION**

### **POSITION: COORDINATOR OF DSPS LEARNING AND SUPPORT**

#### **POSITION SUMMARY**

Under the supervision of the Director of Special Programs and Services, coordinate the various components of the Disabled Students Programs & Services (DSPS) at on/off-campus sites, provide instruction to disabled students, and render assessment services for students with learning disabilities.

#### **DUTIES AND RESPONSIBILITIES**

- Assist the Director in coordinating the DSP&S Program and staff.
- Assist in the development of the Program budget and monitors expenditures.
- Primary course instruction in DSPS Math, Writing, and Reading in accordance with established course outlines. Courses may be assigned during the day and/or evening.
- Instruct regular or short-term courses as needed or required.
- Participates in curriculum/course development and textbook selection.
- Identifies interviews, screens and tests referred students for learning disabilities.
- Administer and interpret results from test including but not limited to the Woodcock Johnson Tests of Cognitive Ability and Achievement and/or the Wechsler Adult Intelligence Scale III tests.
- Administer and interpret supplemental assessment instruments required by the Chancellor's Office to further substantiate and identify the presence of specific learning disabilities that affect the educational process. Advise the students regarding developmental and/or compensatory approaches needed to improve skills and manage the disability
- Identify educational limitations and recommend accommodations to include: interpreters, mobility assistance, note-taking services, reader services, test-taking facilitation, tutoring services, individualized assessment, registration assistance, special orientation, special equipment/materials/supplies, and specialized matriculation assistance.
- Compiles and maintains data and students files in order to certify students' accommodations based on verified learning disabilities.
- Coordinate with DSP&S staff and the general college instructors concerning instructional strategies and accommodations for disabled students.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

### **Knowledge and Skills**

The position requires knowledge of curriculum design, principle methods of instruction as applied to learning disabled students, American with Disabilities Act (ADA) and all legislation, regulations, and laws applicable to persons with disabilities, Wechsler Adult Intelligence Scale III and/or Woodcock Johnson Test of Cognitive Ability and Achievement, retention, job development and placement, and computer operations.

### **Abilities**

- Requires the ability to carry out all aspects of the position.
- Requires the ability to deliver instruction and assistance using strategies designed for diverse learning styles for individuals and/or small groups.
- Communicate effectively with students, staff, and faculty.
- Maintain records and prepare reports.
- Ability to use a personal computer and operate a variety of program and office equipment.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.
- Ability to expand knowledge of applicable laws, rules and regulations pertaining to the Americans with Disabilities Act that apply to student access to education and information.
- Requires the ability to conduct in-service presentations to small groups.
- May require the ability to perform work assignments at all College locations.

### **PHYSICAL ABILITIES**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and instructional media equipment. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training

### **EDUCATION AND EXPERIENCE**

Master's Degree in learning disabilities, special education, education, psychology, educational psychology, or rehabilitation counseling **AND** 15 upper division or graduate semester units in the area of Learning Disabilities; **AND**

If hired, the employee will be required to be certified in the California Community Colleges Learning Disabilities Eligibility Model Training Program; **AND**

Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community at-large.

Desirable: Community College counseling and teaching experience and bilingual in Spanish and English

**LICENSES AND CERTIFICATES:** May require a valid driver's license.

**WORKING CONDITIONS:** Work is performed indoors where minimal safety considerations exist.

Board approved: 04/21/05

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