

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Learning Disability Specialist *BOT Date:* 10/1/96

Level: H *FLSA Status:* Exempt *Class Code:* E0808 *Adm. Rev.:*

GENERAL DESCRIPTION

Ensures the academic services to learning disabled students at the College. Provides alternative techniques and learning strategies to enable learning disabled students to accommodate their disabilities. Provides remediation tutoring as requested.

KEY RESPONSIBILITIES

% OF TIME

1.*	Provides learning disabled students with remediation tutoring in deficient process areas.	20%
2.*	Teaches learning disabled students compensation techniques needed to circumvent their disabilities.	30%
3.	Prepares and/or conducts student and staff seminars	10%
4.	Assists teachers with techniques and methods to use in the classroom with learning disabled students. Also assists teachers in adapting classroom materials and texts to meet the needs of learning disabled students.	5%
5.	Provides additional material to teachers to facilitate learning for LD students.	5%
6.	Keeps abreast of and researches new teaching strategies and learning theories.	10%
7.	Explains test results to students.	5%
8.	Interviews students seeking LD testing.	10%
9.	Arranges LD testing for students.	5%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Learning Disability Specialist	Class Code: E0808	Position Level: H
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Provides support advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses..	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of the assigned campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communication with Others:</i>	Regular contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Occasionally requires personal contact with the public.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results which generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minimal physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	