

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISABILITY SUPPORT SERVICES (DSS) COUNSELOR/ LEARNING DISABILITY SPECIALIST

BASIC FUNCTION:

Under the direction and leadership of the Dean of Student Support Services, the Disability Support Services (DSS) Counselor/Learning Disability Specialist provides disability counseling to students with disabilities; and provides assessment for learning disabilities.

REPRESENTATIVE DUTIES:

Provide assessment for learning disabilities using the Learning Disability Eligibility Model.

Evaluate, from outside sources, disability verification and outside assessment results relative to inclusion in the Learning Disability (LD) Eligibility Model.

Provide disability management counseling, including disability, academic planning, career, and personal counseling, to students with learning and other disabilities (e.g., head injury, psychological learning disabilities, mobility, speech impaired, blind and visually impaired, attention deficit disorder – ADD/ADHD, AIDS-related syndrome, environmental sensitivities, developmentally delayed learners, etc.). These services include, but are not limited to:

- Conduct initial intake interviews;
- Collect and analyze verification documentation and authorization of academic accommodations;
- Maintain confidential student files; and
- Facilitate support services including registration assistance, note takers, tutors, adapted equipment, test proctoring, and related services.

Develop and monitor Student Education Contracts (SEC) for students with 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.

May select, train, and supervise tutors for the disabled.

Participate in professional activities, curriculum development, and campus committees.

Perform related duties and responsibilities as required.

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KNOWLEDGE AND ABILITIES:

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 Model.
- Effective methods and materials for teaching reading, math, spelling, writing, and study skills to college students with learning disabilities.
- Computer assisted instruction principles and practices.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of curriculum and course development and evaluation.
- Information and research resources available related to areas of assignment.
- 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.

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.
- Maintain accurate and complete records and prepare clear and concise reports.
- 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.

EDUCATION AND EXPERIENCE:

Minimum qualifications for the DSS Counselor portion of the classification can be satisfied by meeting one of the following requirements:

Possession of: a Master's Degree in Rehabilitation Counseling; **OR**

a Master's Degree in Special Education AND twenty-four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; **OR**

a Master's Degree in Counseling, Guidance, Student Personnel, Psychology, Career Development, or Social Welfare AND either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities or two years of full-time experience in one or more of the following: (a) counseling or guidance for students with disabilities; (b)

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counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities; **OR**

the equivalent; **OR**

a valid California Community College Credential in Disabled Students Programs and Services Counselor.

AND

Minimum qualifications for the Learning Disability Specialist portion of the classification can be satisfied by meeting the following requirements:

Possession of: a Master's Degree in any of the above areas with fifteen semester units of upper division or graduate study in the area of learning disabilities; **OR**

the equivalent; **OR**

a valid California Community College Credential as a Learning Disabilities Specialist.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and to make presentations.

Seeing to read and verify data and prepare various materials.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Revised: April, 2004

Johnson & Associates