VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEARNING DISABILITY TECHNICIAN

BASIC FUNCTION:

Under the direction of a Coordinator, administer assessment instruments and provide other assistance to students with disabilities; direct the tutorial program for students with learning disabilities.

REPRESENTATIVE DUTIES:

Interview prospective students with learning disabilities; assist students in completing appropriate registration forms and screening forms as needed; verify eligibility of services. E

Coordinate the tutorial program for students with disabilities; interview, hire and train tutors; assign tutors to students; approve payroll for tutors; maintain appropriate records. E

Administer assessment instruments to students under the general direction of the Learning Disability Specialist; provide input on observations as necessary. E

Interpret and apply rules, regulations, policies and laws related to services for students with disabilities. E

Score and record assessment test information and assemble the appropriate individual student file for use by the Learning Disability Specialist. E

Schedule students for the screening process. E

Operate and maintain a variety of office machines, including a computer, copier, recording and audio-visual equipment. E

Provide continuing assistance as needed for students at the direction of the Learning Disability Specialist or Coordinator. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Resources and services of College program for students with disabilities
Applicable sections of State Education Code and other applicable laws
Special needs of students with disabilities
Interpersonal skills using tact, patience and courtesy
Oral and written communications skills

Established October 1997
LEARNING DISABILITY TECHNICIAN (continued)

Technical aspects of field of specialty
Correct English usage, grammar, spelling, punctuation and vocabulary
Record-keeping techniques
District organization, operations, policies and objectives

ABILITY TO:

Coordinate a tutorial service program for students with learning disabilities.
Relate to, understand and work effectively with students of varying degrees of disability.
Coordinate and implement programs and services for students with disabilities.
Administer standardized assessments with general direction.
Operate and instruct in the proper operation of a variety of specialized equipment and machinery.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Train, and provide work direction to assigned hourly and student personnel.
Maintain records and prepare reports.
Operate a variety of office equipment such as typewriters, computers, calculators, audio-visual and recording equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by six or more units of college-level instruction in the area of Special Education (Learning Disabilities), Psychology, Educational Psychology or Psycho-Educational Assessment and three years experience in a special education program.

WORKING CONDITIONS:

ENVIRONMENT:

Student Services office environment
Frequent interaction with staff and students with learning disabilities

PHYSICAL ABILITIES:

Sitting for extended periods of time
Hearing and speaking to exchange information and conduct interviews
Seeing to score and prepare records
Dexterity of hands and fingers to operate specialized equipment