MAJOR PURPOSE:
Learning Disabilities Specialist will ensure equal access to educational opportunities by focusing on implementation of services for students with learning disabilities and psychological disabilities. This position, working with a clear understanding of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, coordinates access to accommodations and services to WJU students.

PERFORMANCE RESPONSIBILITIES:
1. Manage a caseload of students and oversee support services for students with learning disabilities to ensure appropriate accommodations and compliance with Section 504 and ADAAA laws;
2. Work collaboratively with the Learning Commons (LC) team to develop and administer education plans for students with Learning Disabilities in order to help facilitate equal learning opportunities for students;
3. Help to identify special needs students and track their progress throughout the academic year, acquiring updates and reports from the compliance manager, faculty, and staff, as appropriate, and convening appropriate meetings for the LC staff with students and parents, as appropriate.
4. Providing regular progress reports regarding students, as appropriate, eligible, and requested.
5. Assist in developing plans and initiatives and make recommendations to establish or amend policies, procedures, and practices that will facilitate services to students with learning disabilities;
6. Review and interpret psycho-educational evaluations, Section 504 Plans, Individualized Education Plans, and other diagnostic information to determine student eligibility for disability support services and reasonable accommodations;
7. Provide limited academic and supportive counseling and advisement to students with learning disabilities;
8. Collaborate with other departments, agencies, and organizations on- and off-campus to facilitate services for William Jessup University students with learning disabilities;
9. Collaborate with the compliance officer to design and deliver training and consultations for faculty, staff, and students to promote awareness, sensitivity, and knowledge regarding access for students who receive accommodations.
10. Keep abreast of developments in the field of postsecondary education for students with disabilities, particularly learning disabilities;
11. Maintain strict confidentiality in verbal and written communications;
12. Document, maintain and review current and accurate case records, notes and related information in electronic and manual files for internal and external assessment purposes;
13. Other related duties as assigned by the Director of the Learning Commons.

QUALIFICATIONS
- Master’s degree or higher with an emphasis in psychology, counseling, special or higher education, disability, or related field; or master’s degree with experience working with adults with learning disabilities;
- Thorough knowledge of federal laws relevant to work in this position, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990;

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• Experience working with adults with learning disabilities;
• A record of success with case documentation and case management;
• Strong oral and written communication, problem solving skills, and computer literacy;
• Must be supportive and passionate about Christian-related higher education.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________ _____________________________
Employee Signature     Date