Job Title: Liaison for Regents Center for Learning Disorders

BCAT Code: 09IX12  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Coordinates activities related to assisting students with learning disability, such as learning, accommodation, and personal development.

Job Duties/Responsibilities
- Plans, develops, and implements programs for students with learning disabilities.
- Assists the campus disability coordinator in interpreting student assessment results.
- Provides quality assurance for developed programs and associated materials.
- Assists the psychologist in screening and conducting follow-up sessions with students.
- Markets the services and informs constituents of the availability of learning disability assistance.
- Maintains a consistent and positive relationship with students with learning disabilities, as well as with their parents/guardians.
- Participates in research projects aimed at improving the situation of students with learning disabilities.
- Liaises with admissions, enrollment, student services, colleges, and departments on behalf of students with learning disabilities.
- Routinely researches, develops, and implements alternative teaching methods for students with learning disabilities.
- Performs other information system security management duties as assigned.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures, education and support programs.
- Knowledge of basic computer operations and software, such as spreadsheets, word processing, databases, etc.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Master’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.