

**JOB TITLE:** Learning Center Specialist--ACCESS

**DEPARTMENT:** Instruction

**LOCATION:** Union Campus

**REPORTS TO:** Director, Learning Center

**FLSA:** Non-Exempt

**LEVEL:** 105

**DATE:** 11/4/19; 10/29/2015

**POSITION SUMMARY:** Provide Learning Center and Testing Center services to students, faculty, staff and community.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Completion of Associate's degree in English, math, science, or other related field; One year experience in disability services, special education, or other related field; successful completion of ECC's tutor training course within first year of employment; must possess valid driver's license.

**ESSENTIAL TASKS:** Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.

- Provide tutoring services to students enrolled in math and/or English; provide one-on-one instruction.
- Conduct orientation for students receiving individualized instruction.
- Provide assistance to students learning to use computers, particularly with word processing, presentation or course management software, instructional computer software, and computer access issues (usernames, passwords, etc).
- Provide assistive technology training and assistance for students with disabilities.
- Evaluate students with Assistive Technology needs (low or high technology) in conjunction with Access Services Dept.
- Manage , distribute and college assistive technology, software and equipment.
- Evaluate assistive technology needs and make recommendations for the ordering and/or repair of equipment, software, or supplies.
- Knowledge of new technology and continually working to remain current with changes in Assistive Technology.
- Working knowledge of assistive technology software and equipment used.
- Develop and maintain the Adaptive Labe webpage.
- Design and produce manuals, handouts, and promotional materials for the Adaptive Technology Lab.
- Design and implement programs and strategies that encourage student usage of services.
- Maintain accurate and complete records to document services provided and activities conducted.
- Convert textbooks, tests and course materials to alternative formats for students with documented disabilities.
- Provide placement testing accommodations for students with disabilities including reading and scribing, with utmost integrity.
- Work closely with ACCESS services office to ensure that student's needs are met in most efficient way possible.
- Take part in campus orientation activities; assist with planning and preparation for the event.
- Provide assistance to students completing online registration after having met with an academic advisor.
- Help students with development of time management, test taking strategies and study skills.
- Coordinate and maintain the Adaptive Lab's scheduling/tracking needs in collaboration with The Learning Center.
- Monitor activity throughout the Learning Center to help ensure a professional and student focused learning environment.
- Assist with the placement test process, including administration, scoring, data entry, and reports.
- Assist with administering and scheduling a variety of tests on campus, satellite sites, and area high schools: CAAP WorkKeys; MoGEA, CBASE, Accuplacer, CLEP (College Level Examination Program); dual credit subject tests and tests in various disciplines for ECC and non-ECC distance learning purposes.
- Maintain ACCESS accommodation paperwork and course contracts to ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Assist students from diverse backgrounds and learning levels with patience.

- Adjustment of hours involving evening and/or weekend work may be required.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**COMMUNICATION SKILLS:** Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to read and interpret documents; ability to organize and express ideas, directions, and data in a logical sequence to develop reports, describe a process, or explain procedures such as how to perform a task to someone else; ability to write routine reports and correspondence; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; ability to present materials effectively to individual students or groups.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**College:** Ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices; excellent customer service skills.

**Departmental:** General knowledge of computer assisted instruction, familiarity with current trends in higher education for students with disabilities; knowledge of assistive technologies that facilitate access to educational programs for students with disabilities; excellent customer services skills; thorough detailed knowledge of assigned tutoring disciplines; knowledge of department policies, procedures, and practices with the ability to answer work related questions and/or interpret and apply these guidelines correctly in various situations; ability to prioritize and manage multiple tasks simultaneously; ability to apply principles of logical thinking to identify and express problems, establish facts, draw valid conclusions, and develop solutions from alternative methods and procedures; ability to work accurately and efficiently at a fast pace with frequent interruptions; ability to handle confidential matters judiciously; ability to provide encouraging and supportive educational atmosphere for students; ability to prioritize and manage multiple tasks simultaneously.

**EQUIPMENT AND SOFTWARE:** Current information technology and adaptive technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; this position may also require travel to off campus destinations (ie satellite sites, high schools).

**POSITIONS SUPERVISED:** None

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*