

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: Learning Disabilities Teacher Consultant (LDT/C), 504 Coordinator

Salary Grade: (Grant Funded)

Minimum Qualifications:

Education: Master's degree in educational administration, student personnel, guidance, or counseling and NJ Learning Disabilities Teacher Consultant Certification, required.

Experience: Must have 3 – 5 years experience of related experience.

Skills/Abilities:

1. Demonstrated program planning, implementation, and evaluation skills.
2. Creative thinking and problem-solving skills.
3. Demonstrated ability to work across an organization with different departments.
4. Ability to develop and implement professional and staff development programs.
5. Demonstrated interpersonal, organizational, coordination and communication skills.
6. Competency in the utilization of computer technology used for communication, data gathering and reporting.
7. Excellent oral and written communication skills.

Reporting Structure:

Reports to: Director of Student Success Programs

Responsibilities of the Position:

1. Establish collaborative articulation with the Salem County secondary child study teams and school district 504 coordinators for anticipated transition of disability records to Salem Community College. (Institutional Priority 5)

2. Evaluate all disability documentation provided by the public school child study teams and/or 504 coordinators for post-secondary school academic planning and placement at Salem Community College.
3. Evaluate all student disability documentation for 504 compliance as per the Rehabilitation Act of 1973 including identification, disclosure and assessment.
4. Maintain all student disability documents, 504 Accommodation Plans and/or other records specific to student confidentiality.
5. Remain current on disability research, accommodation practices and assistive technology related to Section 504 laws and regulations at the higher education level.
6. As needed, provide information and resources to assist instructors, staff and administrators regarding their responsibilities under Section 504.
7. Communicate 504 accommodations to faculty.
8. Assist in facilitating academic supports that are specific to student accommodation needs. (Institutional Priority 7)
9. Through the Office of the LDT/C, each identified student and appropriate staff will be provided with a current 504 Accommodation Plan. All 504 Plan documents are to be revised per semester for appropriateness and compliance. (Institutional Priority 7)
10. Monitor student academic progress through semester grades, student and staff consultation.
11. Attend departmental meetings, general staff meetings and college in-service programs.
12. As needed, the LDT/C will provide students with referrals and off campus private resources for additional support.
13. Work collaboratively with academic advisors and support staff as per individual disability needs and academic planning.
14. Provide management reports to supervisors to inform decision making and budgeting needs in this area.
15. Other duties as assigned.

Position is open until filled; however, preference will be given to application submissions received by **July 16, 2010**. Qualified candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and the names of 3 references to: employment@salemcc.edu. Please include the name of the position you are applying for in the subject line. AA/EOE