



CCC ANNOUNCEMENT

POSTED: November 11, 2020

Applicants Being Sought For...

Learning Resource Specialist/Accommodations Officer

The Learning Resource Specialist reports to the Vice President for Academic Affairs. As the official Accommodations Officer, the Specialist is responsible for initiating, planning, directing, implementing and evaluating the accommodations program for all students (credit and non-credit) with special needs, as well as participating in the academic placement and advisement process. The Specialist will work in close collaboration with the Tutoring Center and the Counseling and Advisement Office at the College. This is a ten-month position.

Responsibilities:

1. Evaluate student documentation to determine eligibility for accommodations.
2. Collaborate with student to determine reasonable accommodations, academic adjustments and/or auxiliary aids and services.
3. Collaborate with campus administrators, faculty, and staff to ensure equal access for all educational programs, services, facilities and activities.
4. Educate faculty/personnel regarding disability characteristics. Recommend strategies/techniques to assist students with disabilities.
5. Screen and refer students for educational diagnostic testing.
6. Monitor and maintain records regarding student performance and retention.
7. Develop and maintain professional liaisons with area high schools, colleges and support agencies.
8. Provide supervision to support staff.
9. Assist with academic placement, advisement, orientation, and registration.
10. Serve as a member of the CARE team to assist students.
11. Other duties as assigned.

Qualifications:

A degree in Special Education with a master's degree preferred, with a strong background in screening students with special needs required; strong interpersonal skills and ability to maintain strict confidentiality required; college teaching experience desired.

To apply:

Although the search will remain open until the position is filled, for full consideration, candidates should submit materials by November 24, 2020 including a letter of application, resume, unofficial transcripts, references, and a CCC application.

Email to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary