



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
LEARNING FACILITATOR	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under direction, develop and provide instructional assistance to students with disabilities in specific subject areas which range from developmental education to transfer level requirements; individualize study strategies to address cognitive, motivational, and adaptive socialization functional limitations; adapt instructional methodologies to accommodate processing deficits; monitor students' progress; may serve as a lead worker to other classified staff; may supervise the work of student assistants; and perform related work as required.

SCOPE:

The Learning Facilitator has in-depth knowledge of the learning process, brain function and dysfunction, and the flexibility to effectively work with students whose disabilities require specialized assistance to adapt equipment, acquire information, understand concepts, and demonstrate knowledge. The Learning Facilitator also has an in-depth knowledge base which may range from basic skills to transfer level coursework and/or computer operation and assistive technologies.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Tutors students with disabilities, either individually or in groups, to meet course requirements; instructs students in effective study strategies.
2. Develops and employs individualized instructional methodologies based on students' perceptual and processing deficits and skills and any physical limitations.
3. Assists students with computer usage and assistive technology used for accessing curriculum and performing coursework.
4. Consults with Learning Specialists, faculty and staff regarding students' educational progress, as necessary.
5. May refer students to appropriate on/off campus services and/or agencies.
6. May present trainings in the areas of tutoring students with disabilities.
7. May administer non-standardized assessments related to students' learning modalities.
8. May write reports on student progress.
9. Attends staff meetings and trainings to maintain current knowledge in the field of disability education.
10. Maintains student records and any necessary documents in accurate filing system.
11. May serve as a lead worker to other classified staff.
12. May direct the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Assist a wide variety of students with disabilities; demonstrate sensitivity, to, and respect for, a diverse population; establish rapport with students; acquire and maintain current knowledge in various academic disciplines; acquire and maintain current knowledge in the area of learning process and disability education; learn, develop, and apply study strategies and instructional methods which meet individual needs and address functional limitations; maintain confidentiality; communicate effectively in English; follow and give oral and written communications; identify problems and recommend solutions; work independently with a minimum of supervision; maintain cooperative working relationships.

KNOWLEDGE OF:

Specific subject matter in area of assignment; materials, tools and equipment used in classroom, assistive technology or laboratory setting; supplemental materials for coursework; listening, counseling and stress reduction techniques; learning modalities; statistical measures used in aptitude and diagnostic tests; skills in establishing and maintaining effective public relations; relevant college procedures, policies and programs.

Preferred additional knowledge: Current laws regarding disabilities

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A community college degree.

Experience:

One year experience tutoring, or other work in a related educational setting.

Preferred:

Bilingual: Spanish or ASL.

Knowledge of learning styles and strategies.