Title: Retention Specialist/Disability Services Specialist

The Disability Services Specialist will deliver and coordinate broad professional support to low-income or first generation students with a registered disability in the form of advising, advocacy, Education 150 instruction, one-on-one tutoring/mentoring, and workshops. The three essential responsibilities of the position are: Education 150 instruction, academic advising, and the coordination of the FOCUS WaTEP program.

Basic Function and Responsibilities

1. Develop and implement educational support methods that assist students in general education required courses through the instruction of Education 150 quarterly for 40-50 project participants. *Education 150 is a regular college course open to TRIO eligible students who would like to further develop their study skills and to effectively progress towards graduation. The course is designed with a lab like setting, utilizing active learning modalities and is suited to fit the student’s current course work. The course emphasizes independent scholarship abilities in one-on-one or small group instruction which includes literacy development, effective study strategies, effective test-taking, time management, goal setting, and reading to identify main ideas.*

2. Oversees the implementation, coordination, and evaluation of FOCUS WaTEP program – an intensive freshman first year experience program for students with a registered disability. Three effective educational best-practices will provide the emphasis for this program – 1. Intensive advising that will require a minimum of three meetings per quarter; 2. EDUC 150 study skills course that will improve tools for college success; 3. attending a minimum of one campus sponsored collaborative learning group during the first year.

3. Provide one-on-one academic advising that includes programming, course selection, curricular sequencing, major/minor selection, and interpretation of university policies for 20-30 WaTEP participants annually.

4. Integrate a portfolio of on-going formal and informal assessment tools for students in the Education 150 course, including student’s stated needs, monitoring a student’s progress toward retention, assessing existing strengths and weaknesses as a learner.

5. Establish and maintain confidential records/files for project students assisted according to a complex filing system.

6. Design and implement assessment strategies appropriate to retain students with special needs such as physical and learning disabilities.

7. Collaborate with other campus units that have a high percentage of TRIO eligible students in order to provide above services to eligible students; develop and maintain strong institutional ties to provide support to students through campus and community resources that will help the students persist and graduate.

8. Commitment to the concept of student-centered learning by incorporating a best-practices approach to student success that includes, but is not limited to,
extensive student contacts, instruction in writing and literacy, study skills development, and the leading of collaborative learning groups.

9. Assist Director and staff in achieving ASC and WaTEP objectives.

10. Perform miscellaneous job-related duties as assigned.

Minimum Qualifications

1. Bachelor's degree in special education, counseling, psychology, sociology, social work, rehabilitation or related field of study, from an accredited university/college.

2. Work experience with educational programs providing services to persons with disabilities who are low-income or first generation.

3. Working knowledge of ADA and 504 and federal regulations.

4. Evidence of experience in overcoming barriers similar to those confronting the project's participants.

5. Must successfully pass a criminal background check.

Preferred Qualifications

1. Master's degree in special education, counseling, psychology, or related field.

2. Educational and professional experience working with college students from disadvantaged backgrounds that are persons with a registered disability.

3. Experience working in a TRIO Student Support Services project instructing, advising, facilitating small groups, tutoring, and/or administering study skills workshops to students with a registered disability.