

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LEARNING DISABILITIES TESTING TECHNICIAN

Salary Range 17

BASIC FUNCTION:

Under the direction of the Director of Disabled Student Services, performs duties in support of the Learning Disability Specialist by administering batteries of achievement tests in evaluating students for a learning disability as defined by State standards; assists with registration, course advisement, accommodations; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Administers a variety of psycho-educational tests aimed at identifying learning disabilities including Woodcock-Johnson Psycho-Educational Battery, WRAT, and Nelson-Denny tests; records responses and observes behaviors pertinent to the evaluation of student to determine eligibility for a learning disability. (E)
- Calls students and schedules appointments for Learning Disability testing for the first half (the Achievement Testing), and the second half (the Cognitive Testing) with the Learning Disability Testing Specialist. (E)
- Scores administered tests and prepares the tests results for the Learning Disability Specialist to interpret and record. (E)
- Confirms transcripts for DSS students; checks progress and provides follow-up for students regarding academic progress. (E)
- Answers telephone calls, assists walk-in students and provides information to students and others regarding the DSS program; prepare a variety of forms for students to give to their instructors for accommodations they are entitled to. (E)
- Attends a variety of meetings, workshops, and training sessions pertaining to departmental business and activities. (E)
- Maintains a variety of statistical information; prepares statistical reports; and tracks students progress and numbers of no shows.
- Assists with student registration and course selection; assists students in selecting course load and class schedules. (E)
- Proctor exams for DSS students receiving extended time testing accommodations; and maintains contact with students and instructors to ensure consistency and integrity in proctoring exams.
- Assists in demonstrating office procedures to student workers.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a Bachelor's degree with major course work in counseling, psychology, business or a related field and two years of experience working with students in an academic environment, preferably providing supportive services.

KNOWLEDGE OF:

Procedures for learning disability testing; usage of testing equipment; proper scoring mechanisms; assessment techniques; terminology.

Disabled persons and appropriate intervention strategies.

Behavioral expectations of learning disabled students.

Principles and methods of instructions.

Principles and procedures of record keeping.

Policies and programs of the college.

Modern office procedures, methods and computer equipment.

College and community resources to assist students.

English usage, spelling, grammar and punctuation

ABILITY TO:

Accurately record testing behaviors.

Maintain appropriate student records and compile information for reports.

Maintain student confidentiality.

Operate a variety of office equipment.

Perform a variety of responsible work involving independent decision-making.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, student workers, and students.

PHYSICAL EFFORT:

Sitting or standing for extended periods of time

Light lifting of materials

Reaching to retrieve and file records

WORKING CONDITIONS:

Normal office environment.