



## Human Resources Office

### Learning Resource Specialist

**\$44,041.61 without a Master's degree; \$49,400.06 with a Master's degree**

Clinton Community College is an integral part of its North Country region, providing open-access higher education to students for nearly six decades. A member of the comprehensive State University of New York system, the College fosters a workplace based on a strong climate of mutual respect and inclusiveness, recognizing that learning experiences will be broader, richer, and more meaningful for all members of our community. Located in the Adirondack Coast of New York, the College location in Plattsburgh is a wonderful place to live and work.

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.

#### Responsibilities:

1. Evaluate student documentation to determine eligibility for accommodations.
2. Collaborate with students 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.



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### Minimum Qualifications:

A degree in Special Education, Educational Psychology, Disability Studies, or related field; master's degree preferred.

### Knowledge, Skills, and Abilities:

- Strong background in screening students with special needs is required
- Strong interpersonal skills
- Ability to maintain strict confidentiality is required
- College teaching experience desired

### To apply:

The search will remain open until it is filled. Please send a letter of application, resume, and an application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto: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*