



Job Classification Description

**SPECIAL SERVICES COUNSELOR/JSC
VSC UP – PAT Bargaining Unit**

**Grade 11
Exempt**

BASIC FUNCTION

To provide academic and other support services to students with disabilities and academic difficulties.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Provide academic counseling and diagnostic services to students: determine needs and assess resources; follow up with students on monthly basis; serve as an academic advisor to students, assisting in selection of courses, resolving various problems related to academic work, and so forth; assist students in improving study skills/habits.
- Write case notes documenting student contacts.
- Train and oversee the work of tutors; interview applicants; design and conduct training sessions; facilitate on-going support for tutors; evaluate tutors' effectiveness.
- Coordinate support groups for students with disabilities and academic difficulties.
- Confer regularly with supervisor and other College personnel, as well as community health care and social service providers or others outside the College, to plan, coordinate and evaluate activities, exchange information, consult on individual student cases, make referrals, investigate and resolve problems, and the like.
- Assist in development of new outreach strategies, parents' workshops, study skills/ college survival handouts and workshops, and the like.
- Provide technical assistance to college staff regarding Federal regulations concerning students with disabilities.
- Keep abreast of current developments in the field.

SUPERVISION RECEIVED

General supervision is received from the Associate Academic Dean.

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MINIMUM QUALIFICATIONS