

Job Title	Learning Specialist
PVN ID	YC-2012-003790
Category	Instruction and Social Service
Location	YORK COLLEGE

Department

Status	Part Time
Hourly Rate	\$15.00-\$22.00
Hour(s) a Week	7.00
Closing Date	Feb 17, 2021 (Or Until Filled)

General Description

Under the general supervision of the program Director/Associate Directors, applies considerable independent judgment in supervising the provision of services of a specialized or technical nature to students, a relevant target community, parent groups, instructional staff, and administrative staff. Researches and prepares reports, collects and analyzes data, drafts manuals, drafts policies and procedures, makes presentations, and keeps confidential records. Utilizes sponsor reporting and tracking systems when required. Researches and drafts grant proposals. Assists with recruiting participants, Monitors and evaluates pilot and on-going programs, and insures outcome goals are met. Meets with sponsors; conducts focus groups. Coordinates with governmental agencies, schools, relevant community groups, college groups, and academic departments. Interfaces as needed with support staff from various college offices in resolving issues involving staff or student needs, technical issues, and facility issues. Interfaces with vendors regarding instructional materials, equipment, training, and demonstrations.

Other Duties

- Recruits and recommends hires, assigns and monitors work, oversees time and leave, drafts performance evaluations of subordinate staff, recommends discipline as needed.
- Participates in staff training and orients and trains other professional staff, peer educators, peer mentors, tutors, etc.;
- May create original documents in other languages or translate or direct the translation of other materials into other languages;
- Completes certification programs as assigned;
- Directs the recruitment and work of volunteers, interns, tutors, and other part-time staff. Coordinates the work of consultants;
- Proposes and monitors budgets for unit;
- Facilitates and attends meetings;

- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all materials and equipment;
- Observes all established security measures regarding access to equipment, to confidential records, and to software stored in laboratory settings; secures daily the equipment rooms, laboratories, and other areas of technical support;
- Plans and assists with special events; facilitates meetings, colloquia, and events pertinent to the area of specialization;
- Conducts individual projects of considerable complexity for which the incumbent's training and experience is deemed adequate by the supervising manager;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.
- Supervises the development of curricula, including addressing subjects such as learning disabilities and learning styles.
- Supervises the development and administration of assessment tools and identifies needs for revisions in curricula.
- Conducts needs analysis; designs and modifies curricula to meet student needs.
- Coordinates with instructional staff on the acquisition and development of learning materials, including multimedia and Web-based content.
- Supervises participant outreach and facilitation efforts.
- Oversees applicant/participant screening processes.
- Supervises employer outreach and participant placement; coordinates career guidance.
- Arranges and sometimes leads workshops in specialized areas of need and provides feedback to instructors on areas of learning difficulty.

Qualifications

- Expert knowledge of a learning, counseling, administrative or technical specialty as evidenced by study, training, certifications, prior instructional, counseling, or technical experience, etc.;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to work under deadlines, with changing priorities, and on multiple projects;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Knowledge of fundamentals of asynchronous and distance learning;
- Ability to apply creative and technical knowledge to development of interactive learning applications;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in training of varying complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;

- Ability to communicate effectively across diverse populations, orally and in writing;
- Ability to coordinate the work of others on a team, as well as work independently;

Qualifications:

- A Master's Degree in a related field of study from an accredited institution, an appropriate certification of specialization, and four (4) years experience performing responsible related work, of which one year (1) involved supervising the related work of others; OR
- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than five (5) years of progressively responsible experience of related work, of which one year (1) involved supervising the work others; OR
- Equivalent education and experience in a related field and a record of significant accomplishment; AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.