

Job Description

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| Job Title: | Learning Strategist |
| Department: | AccessAbility Services |
| Reports To: | Manager, Student Services |
| Jobs Reporting: | None |
| Salary Grade: | USG 8 |
| Effective Date: | February 2019 |

Primary Purpose

The Learning Strategist is accountable to the Manager, Student Services for the provision and coordination of learning support services including, but not limited to learning strategies, study skills, and research approaches. In consultation with the student, the incumbent will provide strategies and supports to students to mitigate the symptoms of their learning challenges in the academic environment. The incumbent will interpret differential diagnosis related to various disabilities and be familiar with the implications of these disabilities at the post-secondary level.

Key Accountabilities

Learning Strategy and skills development

- Working individually with students with a broad range of disabilities to provide learning strategies, study skills and education.
- Interpreting and applying the results of psycho-educational assessments on students to determine appropriate course of action to support of their learning needs and outcomes and to increase self-awareness of students' learning profiles, meta-cognitive practices, and strategies to increase the potential for academic success.
- Working with the Student Success Office to facilitate and/or lead small group sessions/workshops (as appropriate) on specific topics in an effort to support and enhance students' personal and academic success
- Conducting periodic scans of literature and post-secondary educational institutions worldwide to ensure services reflect current best practices and meet or exceed industry benchmarks.
- Liaising with the Adaptive Technologist regarding students' learning needs.
- Directing students in possible applications of educational software/hardware that may enhance their learning.
- Following all legislative and university policy around and relevant to accommodations planning (e.g., AODA, Human Rights) and privacy.
- Appropriately using and maintaining confidential health and education records.
- Informing AccessAbility Services Advisors regarding learning supports and strategies shared with student so advisor can support the student on an ongoing basis.
- Serving as a resource to University on matters related to learning strategies for students with learning differences.
- Assisting with special events and other services offered through the office.

Individual Student Advising and Accommodation planning (on a limited basis)

- Working with students registered with AccessAbility Services to determine and implement

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| <p>appropriate academic and other accommodations to support and promote their success as needed.</p> <ul style="list-style-type: none">• Consult and collaborate as appropriate with faculty, Access Ability Services staff, academic units and student services to develop and implement the accommodations recommended by students' documentation (i.e. psycho-educational assessments). |
| <p>Collaboration with Partners</p> <ul style="list-style-type: none">• Developing and leveraging positive and professional relationships within the AccessAbility Services unit and with appropriate on and off campus stakeholders.• Proactive, professional and effective communications strategies with students registered with the office as well as the general student body, parents, instructors and other key stakeholders as appropriate. |
| <p>Handling Sensitive Materials</p> <ul style="list-style-type: none">• Ensure access to secure documents are controlled appropriately.• Ensure data accuracy and document integrity.• Appropriately use and maintain confidential health and education records in accordance with University policy and relevant Privacy legislation.• Effectively use systems and technology to accurately and efficiently manage student medical information.• Direct the return of clinical records to the intended party in a secure manner (appropriate storage and movement of confidential documents) when needed. |

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

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| <p>Education</p> <ul style="list-style-type: none">• University degree in Education. Special Education designation is preferred. |
| <p>Experience</p> <ul style="list-style-type: none">• Experience in a student-focused (secondary or post-secondary school context) environment• Experience providing education to students with special needs.• Proven experience as a learning strategist implementing education in a post- secondary environment.• Experience and/or training in dealing with students in crisis and securing appropriate support. |
| <p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• An understanding of the meta-cognitive and academic profiles, needs and challenges of adults with disabilities is required.• Proven ability to work independently and as a team member in a busy and inter-disciplinary environment.• Excellent communication (oral and written) and comfortable conducting workshops to small groups.• Superior organizational, problem-solving and interpersonal skills required.• Knowledge of computers and assistive software applications as well as assistive devices.• A strong student-focused orientation.• Negotiation and mediation skills is an asset. |

Nature and Scope

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- **Contacts:** Internally, this position interacts regularly with other AccessAbility Services staff, many departments across campus (Writing and Communication Centre, Student Success Office), and the six faculty units. Externally, this position may interact with other service providers.
- **Level of Responsibility:** Provides recommendations to the Manager, Student Accommodations. Appropriately manages medical health records and sensitive information. Responsible for facilitating the accommodation of 'learning strategy support' to students with disabilities on behalf of the University.
- **Decision-Making Authority:** The position has decision-making authority for items outlined above, consulting with the Manager, Student Accommodations when decision affect the departmental budget or strategic direction.
- **Physical and Sensory Demands:** This role in an office setting involves minimal physical demands and moderate sensory effort resulting in slight fatigue, strain, or risk of injury. Exposure to a fast-paced service oriented environment.
- **Working Environment:** The office-based position Involves moderate physical or psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. This is due to the potential exposure to emotionally disturbing interactions with people who are upset, angry, abusive, aggressive, unstable, or potentially posing harm to self or others. Some weekend and after hour work is required during peak times.
- **Note:** Maintaining a clear Police Vulnerable Sector Check is a requirement of this position