



Job Description

JOB TITLE: Assistive Technology Specialist

PAY GRADE: CL 21

LAST REVISED: 06/01/07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under direction of a manager, provides a variety of technical support for District Assistive Technology program including overseeing the installation, configuration, and maintenance of hardware, software and computer peripherals throughout the District to meet the needs of access technology for students with disabilities; trains students in the use of assistive technology; and creates and maintains alternate media archive.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Develops the District's Assistive Technology program; serves as liaison to statewide Assistive Technology Center; maintains currency with AT guidelines, policies, and regulations; informs staff of and implements mandated changes.
2. Installs, configures, and maintains Assistive Technology hardware, software, and computer peripherals in computer laboratories District-wide; troubleshoots and resolves hardware and software issues; installs upgrades; meets with vendors' representatives to clarify and resolve issues relative to assistive technology hardware and software.
3. Evaluates and trains students with disabilities in the use of assistive technology.
4. Creates, organizes, and maintains alternate media archive; converts textbooks to appropriate alternate formats for the needs of students with disabilities.
5. Serves as primary contact person within computer labs regarding situations that relate to assistive technology and alternate media production; responds to questions; resolves issues as necessary.
6. Recruits, interviews, hires, train, supervises, and evaluates assigned student and/or other temporary help; trains and supervises students in their areas of work including proper assistive technology methods, procedures, and techniques.
7. Meets and consults with District managers, Technical Support Services staff and/or end users regarding upgrades or purchasing of new computer systems and peripherals and/or modifications to network infrastructures to enhance service; researches, evaluates, recommends, and procures the purchase of assistive technology equipment including computer systems, associated peripherals, software and hardware, and related assistive technology equipment and supplies.
8. Performs a variety of administrative support duties in relation to the Assistive Technology program; creates Assistive Technology guidelines and instructional materials for staff information and training; conducts assistive technology workshops; prepares and updates a staff assistive technology handbook.
9. Responds to a variety of inquiries related to assistive technology and alternate media production from



Job Description

students, staff, faculty, and the public; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

10. Develops and maintains District Learning Resource Center (LRC) Assistive Technology High Technology Center.
11. Provides assistive technology strategic and long-range planning and guidance to campus committees and computing laboratory personnel.
12. Utilizes the Internet, electronic mail, and other technologies to obtain current technical information related to assigned duties.
13. Participates in the development and administration of assigned budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approve expenditures; recommends adjustments as necessary.
14. Maintains current inventory system for personal computer, network, and related peripheral equipment, as needed for Assistive Technology support; maintains a record of equipment repairs and parts utilized.
15. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully performs the assigned duties.*

Knowledge of:

Disabled Students Programs and Services policies and procedures.
Principles, theories, methods and techniques associated with computers, computer networks, and computer peripheral equipment.
Principles of data management.
Analog and digital electronics.
Computer hardware concepts and technologies.
Computer architecture to component internal circuit level.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of network application servers and hardware.
Various network architectures and protocols.
Network topologies and their corresponding design and integration requirements.
Personal computer preventive maintenance requirements and procedures.
Network specifications and industry standards.
Telecommunications protocols and standards.
English usage, spelling, grammar, and punctuation.

Ability to:

Install and configure personal computer drivers for internal and external devices.
Train students on the use of Assistive Technology.
Read and prepare blueprints and schematic diagrams.
Prepare clear and concise technical reports.
Troubleshoot computer equipment.
Design, install, and configure instructional computer laboratory networks.
Maintain confidentiality of confidential and/or sensitive information.
Analyze data and situations to identify alternative solutions to problems.
Work independently and collaboratively.
Work under pressure and meet deadlines and timetables.
Understand and follow oral and written instructions.



Job Description

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Plan, organize, and conduct meetings, workshops, and training sessions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintains effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provides the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college with major course work in computer science, education, or a related field.

Experience:

Two years of related adaptive technology experience.

License or Certificate:

Possession of a valid California driver's license.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Must complete Asbestos Awareness Training provided by the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to performs the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operates office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.