

**JOB TITLE:** Assistive Technology Specialist  
**PAY GRADE:** CL 21  
**LAST REVISED:** July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under supervision from assigned manager, provides technical support for the deployment of the District's Assistive Technology services, including overseeing the installation, configuration, and maintenance of hardware, software, and computer peripherals to meet the needs of assistive technology for students with accessibility needs; 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. Creates, organizes, and maintains alternate media archives; converts textbooks to appropriate alternate formats to meet the needs of students with accessibility needs.
2. Evaluates and trains students with accessibility needs in the use of assistive technology.
3. Responds to inquiries related to assistive technology and alternate media production; provides information on assistive technology services and resources; resolves complaints in an efficient and timely manner.
4. Performs administrative support duties for the Student Accessibility Services Department; assists in developing and updating guidelines and instructional materials for District staff information and training, including a staff handbook; conducts workshops.
5. Maintains current inventory system for computer, network, and related peripheral equipment; maintains a record of equipment repairs and parts utilized.
6. Assists with the development of the District's Assistive Technology services; serves as liaison to statewide Assistive Technology Center; informs staff of and implements mandated changes.
7. Installs, configures, and maintains assistive technology hardware, software, and computer peripherals in computer labs; identifies, troubleshoots, and resolves hardware and software issues; installs upgrades; meets with vendors' representatives to clarify and resolve issues related to assistive technology hardware and software.
8. Serves as primary contact within computer labs regarding situations that relate to assistive technology and alternate media production.
9. Meets and consults with District managers, Informational Technology Services (ITS) staff, and end users regarding upgrades, purchase of new computer systems and peripherals, or modifications to network infrastructures.
10. Participates in the budget development process; maintains, and tracks assigned budget expenditures; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and submits expenditures for management approval; recommends budget adjustments or transfers, as needed;

researches, evaluates, recommends, and submits requests for the purchase of assistive technology equipment, including computer systems, associated peripherals, software and hardware, and related assistive technology equipment and supplies.

11. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees regarding assistive technology methods, procedures, and techniques.
12. Performs related duties that support the overall objective of the position.

**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 perform the assigned duties.*

**Knowledge of:**

- Principles, theories, methods, concepts, techniques, standards, and maintenance of computers, networks, application servers and hardware, peripheral equipment, telecommunications, and analog and digital electronics.
- Operational characteristics, services, programs, and activities of Sierra College and the Student Accessibility Services Department.
- Computer architecture to component internal circuit level.
- Network architectures, topologies, protocols, and their corresponding design and integration.
- Federal, state, and local laws, codes, and regulations regarding instruction, support of students, and laboratory protocols, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- Principles of data management.
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Provide specialized assistance, training, and information to students, District staff, and the public concerning assistive technology services, functions, and resources.
- Install and configure computer drivers for internal and external devices.
- Prepare clear and concise technical reports.
- Troubleshoot computer equipment.
- Design, install, and configure instructional computer lab networks.
- Analyze data and situations to identify alternative solutions to problems.
- Plan and organize work to meet changing priorities and deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in assistive technology programs.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

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

**Experience**

- Two years of related experience with adaptive technology.

**License/Certificate** - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 operate 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.

Board Approved: July 15, 2025