



Position Title:	Part-Time Paraprofessional Technical, ACCESS		
Reports To:	Director of ACCESS Department		
Department:	College-wide	Job Code:	8219
Prepared By/Date:	Jennifer Brito/06-15-2010	Job Group:	Class -R
Approved By/Date:	College-wide	Salary Grade:	CT
Revised:	Donna French/10-07-2011	FLSA Status:	Non-Exempt

Summary:

The Part-Time Paraprofessional Technical position will be responsible for developing and maintaining disabled student database and statistical data.

Essential Duties and Responsibilities:

- Oversees operations in the ACCESS Learning Center and will use assistive devices and adaptive software with disabled students
- Trains students and staff in adaptive technology and software applications
- Monitors student activity in the ACCESS Learning Center
- Creates and provides statistical reports
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Expertise in Microsoft software applications and computer technology
- Ability to develop and maintain a database system using Microsoft Access
- Knowledge in working with students with disabilities and adaptive technology
- Possess excellent interpersonal skills
- Ability to work well in a multi-ethnic and multi-cultural environment to include students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or General Equivalency Diploma (GED) from a regionally accredited institution and three (3) months experience in working with college level students

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name