



**Position Title:** Part-Time Adaptive Technology Specialist  
**Job Code:** 8308  
**Reports To:** ACCESS Director

**Grade:** CT  
**FLSA:** Non-exempt

**Job Description:**

The Part-Time Adaptive Technology Specialist position requires the ability to assist students with disabilities to use assistive and adaptive technological equipment and software design specifically for or developed for accommodation purposes.

**Duties & Responsibilities:**

- Supervises and/or provides direct instructional technology training for students with disabilities.
- Maintains equipment and manages inventories of all Department technology and software for students with disabilities
- Evaluates and projects adaptive technology needs based upon knowledge of new developments in the field.
- Obtains quotes and helps prepare all new purchase proposals for Learning Resource approval
- Trains students to use Apple Universal Access features built into all Apple computer types.
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- One (1) year of experience using Microsoft Office 2007 (Word, Excel, Access, Power Point) as well as Leopard OS X-all standard Apple applications, iLife, and iWorks applications, basic adaptive and assistive technology (e.g., CCTV's, Braille embossers, etc.) and software (e.g., JAWS, Dragon Dictate, etc.) for pc's and universal accessibility features for Apple products essential.
- Possess creative potential in developing alternative technological accommodations
- Possess technical troubleshooting skills for hardware and software
- Possess good decision making, interpersonal and customer service skills
- Possess a friendly and positive disposition
- Must be able to work a flexible schedule including nights and weekends
- Ability to work in a multi-cultural, multi-ethnic team environment

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name