



Position Title: Part-Time Adaptive Technology Specialist
Reports To: ACCESS Director
Department: College-wide
Prepared By/Date: Jennifer Brito/06-15-2010
Approved By/Date: College-wide
Revised: Donna French/10-04-2011
Job Code: 8308
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

This 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.

Essential Duties and 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

Knowledge, Skills and Abilities:

- 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
- Ability to work a flexible schedule including days, nights and weekends
- Ability to work well in a multi-ethnic and multi-cultural environment with 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 GED equivalent from and accredited institution and 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

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name