

*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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate Administrator, provides a variety of technical support for the campus assistive technology program to meet the needs of access technology for students with disabilities; trains students in the use of assistive technology and alternate media; promotes universal design and facilitates the production of alternate media enabling students, staff and the community with disability access to all instructional services provided by the District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates timely delivery of and access to instructional materials for students with disabilities which includes, but is not limited to: evaluating end users' functional limitations and recommending applicable assistive hardware and software.
2. Develops the campus assistive technology program; stays current with assistive technology guidelines, policies, regulations; informs staff of and implements mandated/legislative changes.
3. Creates, converts, and manages course materials in appropriate alternative print formats including, but not limited to: Braille, large print, e-text, transcriptions, plain text, and audio formats.
4. Manages and creates access to disabled students of alternate media database and assistive technology accounts to provide additional technology resources to support and maximize learning processes.
5. Provides resources to meet instructional needs for student with disabilities as it relates to accessibility; researches available options and makes recommendations; evaluates and trains students in the use of assistive technology.
6. Works collaboratively with Information Technology staff to install, configure, and maintain assistive technology hardware, software, and computer peripherals in computer laboratories District-wide; troubleshoots and resolves hardware and software issues; meets with vendors' representatives to clarify and resolve issues relative to assistive technology hardware and software.
7. Serves primarily contract person which oversees campus computer labs regarding situations that relate to assistive technology and alternative media production; responds to questions and resolves issues as necessary; recommends new physical configuration for instructional labs as necessary.
8. Trains and provides work direction to short-term or student workers as assigned.
9. Meets and consults with appropriate 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.
10. 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 an assistive technology handbook for students, staff, and faculty.



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11. Responds to a variety of inquiries related to assistive technology and alternate media production from students, staff, faculty, and the public; resolves complaints in an efficient and timely manner.
12. Utilizes specialized equipment hardware and software such as Braille Embossers, Picture (PIAF) graphic maker machines, and other access technology systems to obtain current technical information related to assigned duties.
13. 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.
14. Performs other duties as required, related to the primary job duties.

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:

- Disabled Students Programs and Services policies and procedures.
- Applications of adaptive or assistive computer technology for students with disabilities.
- Principles and applications of assistive software design, implementation, installation, configuration and troubleshooting.
- Principles, theories, methods and techniques associated with computers, computer networks, and computer peripheral equipment.
- Computer hardware concepts and technologies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Personal computer preventive maintenance requirements and procedures. English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform complex technical work to install, configure and test hardware and assistive technology software.
- Train students on the use of Assistive Technology.
- Design, install, and configure instructional computer laboratory networks.
- Develop and implement lab procedures in compliance with assistive technology guidelines. 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.
- Plan, organize, and conduct meetings, workshops, and training sessions. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree from an accredited college or university with major coursework in computer science, education or a related field.

Experience:

- Three years of related technology experience.

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 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.