ADAPTED COMPUTER TECHNOLOGY SPECIALIST

DEFINITION

Under general supervision, provides assistance in the use of adapted computer technology to disabled students; performs routine maintenance of computers; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of SRC. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for assisting disabled students with learning, test taking, and other requirements through the provision of technical and computer-based tools and applications. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of the assigned function. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- ➢ Serves as primary contact person within computer labs for situations relating directly to assistive technology.
- ➢ Trains and provides on-going support for students with disabilities to use adapted computer technology.
- ➢ Evaluates the functional limitations of students' current adapted computer technology; recommends software that supports student education plans; and tracks individual student progress under the direction of a certificated staff member.
- ➢ Provides assistance to students with disabilities regarding testing accommodation, equipment demonstration and loans, alternate media and notetaking or other support as approved by certificated staff.
- ➢ Conducts workshops for students/faculty on using various technologies as well as assistance with applications, registration and MYECC as needed.
- ➢ Prepares recommendations regarding system enhancements, including purchase of computer systems, associate peripherals, software, and assistive technologies.
- ➢ Performs diagnostic maintenance and repair functions on computer systems, networks, associated peripherals, software, and assistive technologies.
- ➢ Installs and configures specialized hardware and/or software systems and maintains operations and procedures for LAN/WAN software relating to adapted computer technology.

➢ Monitors lab usage and prepares various activity reports on a regular basis.
➢ Interacts with Information Technology Services and college faculty in providing assistive access technologies in the mainstreamed classroom.
➢ Maintains knowledge of current trends and developments in computer fields.
➢ Assists in the development and implementation of goals, objectives, and priorities for the High Tech Center.
➢ Attends in-service training and staff meeting as required
➢ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

➢ College-level adaptive computer technology.
➢ Working knowledge of the Americans with Disabilities Act;
➢ Current trends and development in the adapted technology field.
➢ Methods and techniques in assisting students in the use of adaptive computer technology.
➢ Practical applications of DOS/Windows Macintosh OS, Window NT Networking Software, 10 base t and TCP/IP protocols, Word Perfect, Suite, Microsoft Suite, Outlook, Coral, Outlook Express, and other software packages used on campus.
➢ Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
➢ Business letter writing and the standard format for reports and correspondence.
➢ Principles and practices of data collection and report preparation.
➢ Recordkeeping principles and procedures.
➢ Modern office practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
➢ English usage, spelling, vocabulary, grammar, and punctuation.
➢ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

➢ Use, configure, and maintain Windows NT, Local Area Networks, and adapted computer technology hardware and software.
➢ Troubleshoot, diagnose, and solve hardware and software problems.
➢ Instruct students with a variety of disabilities.
➢ Participate in the development and implementation of goals for the High Tech Computer Center.
➢ Analyze and evaluate information processing problems, plans, procedures, and requirements.
➢ Apply new developments in the field of adapted technology and information systems processing related to the High Tech Computer Center.
➢ Conduct student surveys and studies.
➢ Plan, prepare, and conduct in-service training classes for students with disabilities.
➢ Compose correspondence and reports independently or from brief instructions.
➢ Make accurate mathematical, financial, and statistical computations.
➢ Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
➢ Establish and maintain a variety of filing, recordkeeping, and tracking systems.
➢ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
➢ Operate modern office equipment including computer equipment and specialized software applications programs.

➢ Use English effectively to communicate in person, over the telephone, and in writing.
➢ Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
➢ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in adaptive computer technology or a related field and three (3) years of responsible experience related to the operation, diagnostic, and basic repairs of computers.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.