



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ASSISTIVE TECHNOLOGY LAB SPECIALIST	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2005 Classification Review		Board Approved:

JOB DESCRIPTION:

Under general supervision, facilitates activities within the Assistive Technology Center laboratory; orders, receives, stores, issues and inventories lab software, equipment and supplies; installs, configures, supports, repairs and maintains microcomputer equipment and local area network server; develops, maintains and enforces standards of lab use; trains laboratory staff; and performs related work as required.

SCOPE:

The Assistive Technology Lab Specialist maintains computer hardware, specialized assistive technology software, peripheral equipment and local area network server; oversees the daily activities for microcomputer instructional laboratory; trains students and staff in the use of assistive technology programs and provides support as needed. The Assistive Technology Lab Specialist also serves as a resource for assistive technology software programs, shares information and coordinates with other DRD staff regarding upgrades and trouble shooting.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Facilitates the use of the Assistive Technology High Tech Center lab.
2. Provides technical support to faculty and students; explains the use of adaptive software and the use of assistive equipment.
3. Provides instructional assistance to support faculty in the training of students on adaptive technology.
4. Plans and organizes software, hardware, peripheral equipment and other related supply purchases to meet instructional support needs; tracks purchase process; maintains records of equipment/software purchases for lab; processes repairs and returns as needed.
5. Installs, configures and upgrades software and operating systems; troubleshoots, evaluates, upgrades and performs basic maintenance of computers in the High Tech Center lab; develops and maintains documentation.
6. Maintains inventory and security of all High Tech Center lab equipment.
7. Evaluates needs of adaptive hardware and software; coordinates software upgrades; tests, debugs, configures and documents software as required to meet user needs.

KEY DUTIES AND RESPONSIBILITIES (Continued):

8. Develops and enforces High Tech Center procedures; instructs faculty, students and staff on High Tech Center policies and procedures.
9. Advises and assists faculty and staff on access issues; develops quick reference for various software for student/staff use.
10. Maintains department web page in collaboration with other faculty and staff.
11. Provides backup technical support for the Assistive Technology Specialist.
12. Monitors and assists in the development of the High Tech Center operational budget.
13. Supervises student assistants

EMPLOYMENT STANDARDS

ABILITY TO:

Train and assist faculty, staff and students in the use of adaptive technology; diagnose hardware and software problems; maintain and repair assistive equipment; maintain a clean and orderly work environment; maintain inventory control; enforce High Tech Center policies and procedures; create and update department web page; maintain cooperative working relationships; supervise student assistants; give and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Assistive technology, including adaptive hardware and software packages; familiarity with laws pertaining to students with disabilities; procedures for assessing special technology needs of students with disabilities.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with coursework in computer information science or a related field.

Experience:

Two years experience with adaptive technology (hardware & software).