



POSITION DESCRIPTION

TITLE:	Assistive Technology Specialist	CATEGORY:	Professional
FLSA STATUS:	Non-Exempt	GRADE:	C

JOB SUMMARY: Serve as liaison to staff and faculty regarding ADA compliance and responsible for the daily operation of the Adaptive Technology Labs.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Plan, implement and coordinate the daily operation of the Center for Students with Disabilities (CSD) Adaptive Technology Labs to include staffing, problem resolution, and equipment maintenance. Provide support to other CSD Labs. Supervise lab activities to ensure a safe learning environment. Provide orientation to faculty, staff, students, and community in the use of the laboratory and equipment.	20%
2. Consult with CSD Counselors and students on ADA related technology and accommodations. Assess needs and make recommendations for marginal compliance or "reasonableness" of accommodations. Provide support in securing accommodations for students and act as a resource for staff and faculty regarding assistive technology. Participate in College committees.	20%
3. Assist students with course or laboratory assignments. Design and provide additional lab work based on identified problem areas. Act as a learning facilitator via customized workshops/learning sessions for individuals or groups. Provide support to faculty and CSD staff through instructional assistance and participate in the preparation of instructional materials for CSD students.	20%
4. Maintain inventory of department adaptive equipment and assistive technology, including software. Prepare reports as required by department and federal law.	15%
5. Perform routine PC diagnostics and utility checks on adaptive equipment. Coordinate and participate in the installation, integration, and maintenance of assistive technology software.	15%
6. Administer and analyze data from lab usage satisfaction surveys and make a recommendation for needed improvements.	5%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Provide direct supervision to staff assigned.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Computer or related field.

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSES: Must have a valid driver's license.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Strong analytical skills, self-directed, the ability to develop creative, functional solutions when needed, detail-oriented, and strong interpersonal skills. Ability to apply knowledge of ADA rules, regulations, and compliance. Familiarity with outside organizations providing ADA information.
2. **Equipment Used:** Personal Computer and other equipment associated with an office environment. In addition to customary equipment, experience and/or knowledge of a large variety of assistive, adaptive, and augmentative equipment may be utilized to include, but not limited to: Manual Braille Printer, Braille N Speak, Type N Speak, Comtek (ALD), Comtek Base Stations, Thermo Pens, Tactile Image Enhancer, Sewell Raised Line Drawing Kit, Kurzweil Reading Edge, multiple track recorder/player, steno mask, typing aids, and talking calculators is preferred.
3. **Software Used:** A variety of spreadsheets, word-processing, database, e-mail, and presentation software, as well as software related to a variety of assistive and adaptive technology.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally lifting or move up to 50 pounds. Specific vision abilities required to this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior. Skills of understanding, working effectively, and sensitivity to the view of others are essential. Persuasiveness and assertiveness are critical skills in the leadership role.

WORKING CONDITIONS:

Job is performed in a general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X

Ability to adjust focus	X
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NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature **Date**