

## San Jose/Evergreen Community College District Classified Job Description

**Position:** Assistive Technology Specialist

**Department:** Student Affairs

**Location:** EVC or SJCC

**Date:** February 14, 2024

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### POSITION PURPOSE

Under the direction of assigned administrator, the Assistive Technology Specialist is responsible for providing direction to the overall strategy regarding adaptive technology as well as functional support to colleagues and students campus wide and off-campus at instructional sites. The position performs a variety of technical duties involved in the production, delivery and end-user training of alternate and assistive technology for students with disabilities to benefit from college instruction and participate co-curricular and extracurricular activities. Responsibilities include liaison activities with colleagues, other colleges, and the statewide agencies contracted to provide material in alternate formats. The work involves developing guidelines and providing technical support for access to curricula, distance education courses, student support services, web page and other electronic information sources. The position ensures compliance with applicable federal and state laws and regulations, board policies and administrative procedures as it pertains to serving students with disabilities.

### KEY DUTIES and RESPONSIBILITIES:

#### Access to Technology:

1. Coordinate all technology needs in the Disabilities Support Program (DSP) or Student Accessibility Services (SAS), including the DSP High Tech Center and SAS Computer Lab.
2. Coordinate and work alongside with Campus Technology Support and Services (CTSS) and district Information Technology Services and Support (ITSS) to install, configure and maintain access technology across campus and off-campus at instructional sites.
3. Survey the current access technology needs of the campus and make recommendations for the district and campus technology plans.
4. Research new access technology and recommend purchases of specific assistive technology equipment and related materials.
5. Provide training on access technology for colleagues and students, including individual and group training to assist faculty in insuring that instructional materials are provided in various accessible formats depending on students' disability-related needs.
6. Provide technical and instructional support for students and colleagues using access technology including test proctoring for students with disabilities.
7. Serve as resource person to external agencies and campus entities dealing with issues and requirements germane to access technology.
8. Assess student technological skill levels and verify eligibility for alternate technology services. Determine and recommend appropriate assistive hardware and software.
9. Assist in performing research and development with new access software, hardware and equipment that may be suitable for implementation in college environment.
10. Provide technical assistance to campus instruction and technology committees on universal access requirements for persons with disabilities.

11. Develop and maintain a current resource bank of access strategies for the various types of electronic information, including web pages, kiosks, etc.
12. Attend division/program and campus committee meetings relevant to the position.
13. Participate in professional development to stay up-to-date in the fields of adaptive and alternative technology. Research technical issues and emerging technologies to apply to adaptive and alternate technology.
14. Ensure the provisioning, installation, maintenance, troubleshooting, recordkeeping, and repair of applicable hardware and software including in classrooms, computer laboratories, employee workstations, offices, and other applicable environments on and off-campus.
15. Maintain and track equipment loaned to students.
16. Provide orientations for and train colleagues and students on using specific adaptive and assistive technology as assigned.
17. Collect data, generate reports and statistics pertaining to assigned areas to contribute to programmatic reports, including program review and submission of data to on and off-campus entities.
18. Respond to complaints and questions concerning assigned subject matter, equipment usage, and other related concerns and issues.

**Production of Alternate Print and Video Materials:**

19. Develop and coordinate a process to meet institutional braille and captioning needs (including the captioning and editing of existing and new video materials, especially for distance education and online courses/online course components).
20. Use highly specialized technology and equipment such as, but not limited to, high-speed scanner, Braille machines, tactile graphics machines, close circuit television, Kurzweil reading machines to accomplish work objectives.
21. Serve as a liaison between colleagues and students, and DSP or SAS to secure and translate instructionally related materials into alternate formats in a timely manner.
22. Serve as a liaison to statewide center and to community agencies utilized on a contract basis to produce adaptive and alternate media.
23. Acquire and produce materials in adaptive and alternative formats.
24. Assist with revisions and updates to the web site and other electronic and print communication environments.
25. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

1. Basic operations, applications, services and activities of assigned program.
2. Equipment, computer software, and up-to-date technologies used to adapt a variety of instructional and informational materials into formats easily accessible by persons with disabilities.

3. Accessibility guidelines and laws for individuals with disabilities such as Americans with Disabilities Act (ADA), Sections 504 and 508 of the Vocational Rehabilitation Act, Web Content Accessibility Guidelines (WCAG) 2.0 Level AA web content accessibility standards.
4. Pertinent federal, state and local laws, as specified by the program and student population served.
5. Recent developments, current literature and information related to program.
6. Organization, time management and standard office procedures.
7. The use of the English language for editing and composing written communications, spelling, grammar and punctuation.
8. The use of Windows and Macintosh operating systems, software applications and the interfacing of hardware and software.
9. Accessible hardware such as but not limited to: closed circuit TVs, accessible keyboards and mouse, monitors, desks, Braille note, e-text, enlargements, audio, visual, and recorders.
10. Copyright laws pertaining to printed and digital media.

**Skills and Ability to:**

1. Work effectively with colleagues from diverse academic disciplines, departments, and programs.
2. Customize solutions for students with disabilities in a complex technology environment.
3. Effectively demonstrate student needs to incorporate adaptive and assistive technology in classes to benefit all students.
4. Establish and maintain cooperative and effective working relationships with colleagues, students and others.
5. Understand office administrative practices and tools including: computers, websites and other applications related to the program.
6. Train others to operate instructional media (including hardware and software) equipment properly.
7. Determine work priorities and the ability to work independently and follow through on tasks.
8. Work with attention to detail and independently with minimum supervision.
9. Provide high level of customer service to colleagues, students, and the public.

**Experience and Education:**

1. Bachelor's degree, or any coursework, training, or education equivalent to a Bachelor's degree.
2. Two years of experience with assistive technology (software and hardware) or related.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desirable Qualifications:**

1. Experience in providing services to students with disabilities, preferably in the adult level.
2. Knowledge of instructional design and technology.
3. Background in accessibility and assistive technologies.

**WORKING CONDITIONS**

1. Typical office environment.

Board Approved: 7/12/2022; 12/20/2022; 2/13/2024

Revision: 6/2016 (adding K.S.A.) 7/2022 (remove curriculum duties); 10/2022 (combining I and II to one classification Range 100); 1/2024 (changed title from Adaptive Media Technology Specialist, modified job description, salary change from 100 to 122)

Salary Range: 122

EEO Category: 2B3 – Technical/Paraprofessional