

ADAPTIVE SERVICES SPECIALIST

DEFINITION:

Under general supervision, to assist Disability Resource Center (DRC) students and faculty in utilizing adaptive/assistive technology, services and materials to assist students with sensory, physical, learning and other disabilities; to coordinate with DRC instructors and Information Technology on implementation and maintenance of adaptive technology; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification functions under the auspices of the DRC department but requires knowledge and skill in the areas of both information technology and equipment, and the special needs, requirements and services utilized by individuals with disabilities. Positions in this class work closely with instructors, Information Technology, and DRC to coordinate and provide assistive and adaptive equipment and services for students.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Provides tutoring to students with sensory, physical and other disabilities;
- Assists faculty and program staff in identifying suitable equipment, technology, software, services, and materials for use by specific students, and in the DRC High Tech Center (HTC), and provides input to Individual Educational Programs;
- Recruits, evaluates, selects and trains student assistants and others providing American sign language, note taking and other direct student services;
- Provides American Sign Language interpreter services;
- Assists instructor with training of students on assistive devices, other equipment, and software including speech recognition, screen enlargement, and scan and read programs; provides assistance to instructors in classrooms, and with grading of papers and other support;
- With assistance of the Information Technology division, maintains and troubleshoots network functions for HTC and DRC staff computers; loads operating systems and computer software on computers; maintains and troubleshoots computers; provides liaison with the IT division regarding adaptive/assistive information technology;
- Scans and formats text for blind students, transposes to Braille using software, and prints Braille on embosser; transcribes papers;
- Coordinates on-campus transportation for DRC students, scheduling, and maintenance of equipment;
- Provides direct services to students such as American sign language interpretation, reading tests, transcribing papers, mobility assistance, etc.;
- Researches software and obtains pricing information on equipment purchases;

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- Researches and prepares brochures and related materials regarding specific disabilities;
- Moves and arranges furniture and computer equipment in the HTC;
- Evaluates and recommends modification of assistive devices for specific student needs;
- Orders and maintains inventory of materials and supplies;
- Prepares and maintains a variety of records, correspondence and other written materials.

MINIMUM QUALIFICATIONS:

Knowledge of:

Limitations imposed by various sensory, physical, learning and other disabilities.

Capabilities and use of adaptive and assistive equipment, hardware and software.

Basic installation, maintenance and troubleshooting of network, operating and application hardware and software.

Techniques for working with and accommodating individuals with disabilities.

College level mathematics and English grammar, spelling and punctuation.

Methods of tutoring and providing instructional assistance.

American Sign Language.

Skill in:

Setting up, troubleshooting, using and providing training in adaptive/assistive equipment, hardware and software, including multi-media applications.

Establishing and maintaining effective working relationships with those contacted in the course of the work, including instructional staff and students with disabilities.

Tutoring students with disabilities in college level academic subjects.

Researching and evaluating assistive software, tools and equipment.

Preparing clear and concise written materials, records and files.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; specified positions must be certified in American Sign Language interpretation.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree in computer science, special education, or a closely related field, and previous experience working in either adaptive information technology applications, or disability accommodation services.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read computer screens, text and other materials; color vision to differentiate wiring and interpret diagrams to visually impaired students; speech and hearing to hear and translate lectures and other information, and regular communication; manual dexterity to operate a variety of tools, equipment and computers; physical strength and mobility to assist disabled students with mobility, and install and arrange furniture and equipment. This work is performed in indoor/outdoor settings.