

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **Classified**

CLASS TITLE: **ASSISTIVE TECHNOLOGY
LABORATORY TECHNICIAN**

SALARY TABLE: **29**

SALARY RANGE: **32**

BASIC FUNCTION:

Under the direction of the DSPS Coordinator, provide technical assistance, instruction and training to students with disabilities in the utilization of the Assistive Technology Lab, computers, specialized software, peripherals and other assistive technologies; serve as a technical resource concerning assistive technologies and related instructional materials; perform a variety of duties involved in the operation and maintenance of the Assistive Technology computer laboratory.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical assistance and training to students in the utilization of the Assistive Technology Lab; coordinate and conduct related instructional activities to meet the learning needs of students with various disabilities; assist in conducting student orientations concerning laboratory procedures.

Instruct and assist individuals or groups of students in the operation and use of computers, specialized software, peripheral equipment and other assistive technologies; answer questions and perform demonstrations; monitor and oversee related student drills, practices and assignments.

Serve as a technical resource to students, staff and the public concerning assistive technologies; respond to inquires and provide information concerning related instructional materials, standards, practices, techniques and procedures; explain lectures, tapes and other demonstration materials.

Perform a variety of duties involved in the operation and maintenance of the Assistive Technology computer lab; monitor and assure proper operation of related networks, systems and assistive technologies; report related malfunctions to appropriate personnel.

Prepare assistive technology equipment for student use; install, upgrade and maintain software and observe elements of computers for evidence of incorrect performance; assist in troubleshooting and resolving problems and malfunctions with assistive technology hardware and software.

Coordinate assistive technology accommodations for assessments, tests and finals to meet the needs of students with disabilities; confer with faculty and monitor activities to assure accommodations meet student needs and testing requirements.

Assist in the preparation of assistive technology instructional materials; produce alternate media such as large print, Braille, e-text and digital audio as required; assist students with a variety of courses and tutorials taught in the lab; take student attendance and maintain related records.

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Ewing Consulting Services

Communicate with College personnel, students and various outside agencies to exchange information and resolve issues or concerns; provide outreach and referrals to the public; prepare and distribute a variety of correspondence and informational materials.

Compile and assemble information and prepare and maintain a variety of records, reports and files related to assistive technologies, students, services, resources, disabilities, tests, instructional materials, requisitions, enrollment, progress, program effectiveness and assigned activities.

Operate a variety of office equipment including a fax machine, copier, computer and related peripherals and software; utilize audio-visual and a variety of other educational equipment.

Review, evaluate and coordinate response to student requests for assistive technologies and related services; coordinate and schedule various special services for students with disabilities; respond to disability-related crises as needed.

Monitor, order, receive, issue and maintain adequate inventory of program supplies and equipment.

Train and provide work direction and guidance to auxiliary aides as directed.

Maintain laboratory in a neat, clean and orderly condition.

Attend and participate in various in-services as assigned; assist in coordinating various conferences and special events.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, adjustment and minor maintenance of computers, software applications and peripheral equipment.

Basic instructional techniques and strategies related to students with special needs.

General use and application of assistive technologies for students with disabilities.

Computers and computer use in an instructional environment.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

General curriculum, goals, policies and objectives of assigned instructional activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Student guidance principles and practices.

Problems and concerns of students with special needs.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Provide technical assistance and training to students in the utilization of the Assistive Technology

Lab.

Instruct and assist individuals or groups of students in the operation and use of computers, specialized software, peripheral equipment and other assistive technologies.

Serve as a technical resource concerning assistive technologies and related instructional materials. Perform a variety of duties involved in the operation and maintenance of the Assistive Technology computer laboratory.

Integrate assistive technologies with lesson plans and learning activities.

Learn, interpret and apply applicable laws, codes, regulations, policies and procedures.

Assist in troubleshooting and resolving problems and malfunctions with assistive technology hardware and software.

Assist in the preparation of assistive technology instructional materials.

Understand and relate to students with special needs.

Meet schedules and time lines.

Work independently with little direction.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science, special education or related field and one year experience working with computer operations, students or individuals with disabilities.

WORKING CONDITIONS:

ENVIRONMENT:

Computer lab environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to view a computer monitor and read a variety of materials.

Hearing and speaking to exchange information.