

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Adaptive Technology Specialist

BASIC FUNCTION: Under the supervision of the area Dean, assists students with a variety of disabilities in the use of adapted computer technology and computer-assisted instructional programs in the high tech center.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Evaluates students' functional limitations and recommends applicable assistive hardware and software.
2. Instructs students in the use of appropriate Assistive Technologies.
3. Conducts outreach presentations to external agencies, including the Riverside County Office of Education and area high schools, about DSP&S services for students with disabilities.
4. Recommends assistive hardware/software purchases for the district.
5. Provides ongoing technical assistance to faculty staff and students for Assistive Technology.
6. Assists with adaptive software/hardware configuration and installation district-wide ensuring equal access for all students with disabilities.
7. Assists Alternate Media Specialist with management of alternate media request (e-text, braille and other formats), using a database to track requests.
8. Assists Alternate Media Specialist with ordering e-text, formatting text, scanning and delivery district wide.
9. Coordinates work schedules/assignments for classified lab aides.
10. Recommends adaptive software/hardware purchases for the district.
11. Attends ongoing professional training sessions at the State Chancellor's High Tech Centers Training Unit.
12. Coordinates activities including analysis, specification, testing, training and documentation associated with system enhancements and development efforts.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: Associate of arts degree or 60 units of college coursework from an accredited institution is required. Bachelor degree in Information Technology, Adaptive Technology or related field preferred. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full time experience equaling 30 semester units of college.

EXPERIENCE: Three or more years of directly related experience working with disabled students and adaptive computer technology (hardware and software) is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Title V of the State Administrative Code, ADA and PL 93-112 Section 504 relative to the disabled students program's college and academic regulations; hardware evaluation processes, software evaluation, selection, installation and testing processes, modern office practices, procedures and equipment.

09-01-09; Revised 07-01-14

ABILITY TO: Communicate in American Sign Language is desired. Interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; compile and maintain accurate and complete records; establish and maintain effective working relationships with students, faculty, staff and the community.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental faculty and staff, vendors, clients, students, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.