EL CAMINO COLLEGE

JOB TITLE: ASSISTIVE COMPUTER TECHNOLOGY SPECIALIST

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	41	Revised/Board Approved:	August 17, 2020

BASIC FUNCTION:

Under the direction of the Special Resource Center (SRC) assigned supervisor, the Assistive Computer Technology Specialist oversees the day-to-day operations within the High Tech Center to meet the needs of access technology for students with disabilities.

REPRESENTATIVE DUTIES:

Oversee the day-to-day operations and computer lab usage within the High Tech Center. Monitor lab usage and produce usage reports on a regular basis. Assist students with basic software/hardware questions regarding assistive and instructional computer technology.

Provide trainings and workshops for students, faculty, staff, and visitors in the use of current and emerging assistive technologies. Promote accessibility awareness including the resources and services available within the SRC.

Make recommendations to management on the purchase of computer systems, associated peripherals, software and assistive technologies.

Perform basic computer diagnostics and repairs associated with assistive technologies. Trouble-shoot hardware/software incompatibility issues. Refer more technical or complicated cases to Information Technology Services.

Maintain knowledge of current trends and developments in the field of assistive and instructional technology for students with disabilities.

Serve as the primary contact in assistive technology computer labs. Serve as the back-up contact, as needed, for students requiring alternate media accommodations.

Recruit, select, train and oversee work-study assistants, casual workers, and volunteers.

Interact and collaborate with staff and faculty in providing information about assistive access technologies in the mainstreamed classroom and the various benefits and success rates of such technology for students with disabilities.

Assist with managing budgets for assigned area.

Assist in the development and implementation of policies and procedures for accessing support services within the High Tech Center.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:
BA in related field plus three years related experience or AA in related field plus five years of related experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:
Operation, maintenance, diagnostic procedures for assistive technology computers.
Strong MS Office knowledge.
Educational intervention techniques for disabled students in an instruction setting.
Knowledge of training and providing clear work direction.
Methods and practices of thorough financial and statistical record-keeping techniques.

Abilities/Skills:
Provide assistive technical support.
Trouble-shoot hardware and software incompatibility issues.
Communicate effectively both orally and in writing.
Skilled at making public presentations that are engaging and informative.
Analyze situations and adopt an effective course of action.
Organize day-to-day operations of a computer lab.
Read, interpret, apply and explain rules, regulations, policies, and procedures.
Meet schedules and deadlines.
Maintain confidentiality of division records as required.
Instruct students in proper usage of computer hardware and software.
Exercise independent judgment within established procedures.

WORKING CONDITIONS:

Laboratory classroom environment.
Extensive computer work.
May be required to lift and carry up to 25 lbs unassisted.
Move from one work area to another as needed.
Fine and gross motor manual dexterity required.
May sit and stand for long periods of time.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.