# EL CAMINO COLLEGE

## JOB TITLE:   ASSISTIVE COMPUTER TECHNOLOGY SPECIALIST

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| Classification: | Classified | Retirement Type: | PERS* |
| Salary Range: | 41 | Board Approved: | October 18, 2004 |

**BASIC FUNCTION:**

Under the direction of the Special Resource Center assigned supervisor, oversee the maintenance of the hardware/software access technology and operations within the High Teach Center and throughout the campus to meet the needs of access technology for students with disabilities. Install and provide ongoing support for access technology for all students with disabilities and staff on campus to include compatibility with institutional standards, Internet and WWW access.

**REPRESENTATIVE DUTIES:**

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

Install and configure specialized hardware and/or software systems.

Perform basic diagnostic and repair functions on computer systems, networks, associated peripherals, software and assistive technologies.

Maintain knowledge of current trends and developments in the computer fields.

Serve as primary contact person within computer labs for situations relating directly to assistive technology.

Assist students and faculty with various software/hardware related questions.

Monitor lab usage and produce usage reports on a regular basis.

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

Track individual student progress and provide technical assistance.

Interact and collaborate with Information Technology Services and college faculty in providing assistive access technologies in the mainstreamed classroom.

Install and support assistive access technologies in classrooms and computer labs.

Assist with managing budget for assigned area.

Assist in the development and implementation of goals, objectives, and priorities for the High Tech Center.

Coordinate repairs and updates with vendors.

Perform related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:
BA in related field plus three years related experience or equivalent combination of education and related experience.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Operation, maintenance, diagnostic, and basic repair procedures for assistive technology integration with PC/Macintosh computers.

Strong Windows skills to include batch files, hard disk configuration, and recovery programs.

Operations and procedures for LAN/WAN software.

Word Processing, Database, and Spreadsheet programs.

Educational intervention techniques for disabled students in an instruction setting.

Principle of providing training and work direction.

Methods and practices of thorough financial and statistical record-keeping techniques.

Abilities/Skills:

Provide assistive technical support throughout the campus.

Trouble shoot hardware and software incompatibility associated with the use of assistive computer technologies and refer for vendor servicing when appropriate.

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Organize day-to-day operations of the High Tech Center

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 PC's and software.

Exercise independent judgment within established procedures.

**WORKING CONDITIONS:**

Laboratory Classroom environment setting
Extensive computer work
May be required to lift and carry up to 25 lbs.
Move from one work area to another as needed.
Fine and gross motor manual dexterity
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.