

PERALTA COMMUNITY COLLEGE DISTRICT - February 22, 1999

CLASSIFIED JOB DESCRIPTION

**DSP&S ADAPTED COMPUTER LEARNING TECHNICIAN
(SEIU Local 1021 Salary Range 083)
Job Code: 858**

CLASS PURPOSE

Under general supervision of the Vice President of Student Services and general coordination by the DSPS Coordinator, provides instructional assistance to students with disabilities and provides technical computer support to students with disabilities in DSPS programs.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists classroom instructors in the performance of their duties, in the supervision of students, and instructional tasks.
- Tutors and problem solves with students with disabilities enrolled in the High Tech Center.
- Participates in in-service and other training activities which lead to understanding of how disabilities affect the learning process and can be ameliorated and with adaptive technology.
- Performs skilled technical work in the installation, configuration, and maintenance of stand alone and networked computers with adaptive technology.
- Attends training and uses other approaches to learn new adaptive hardware and software.
- Troubleshoots problems with adaptive hardware and software, and resolves conflicts and compatibility problems with standard software and operating systems.
- Assists students and college personnel working with adaptive technology in College mainstream instructional computer labs and the College Library in collaboration with Alternate Media Technology Specialist.
- Works with campus network technicians and the network coordinator in resolving technical problems related to adaptive technology.
- May maintain inventory of DSPS license agreements and updates PC platforms and software packages.

Job Description: DSP&S Adapted Computer Learning Technician

- Supports students in acquisition of writing skills on the computer.
- Assists in the development of forms and reports.
- Organizes and tabulates attendance.
- Supervises and trains student assistants.
- Assists students with disabilities enrolled in the High Tech Center or other DSPTS programs in the use of adaptive equipment and software.
- Assists students with disabilities with Windows, word processing, other software and other computer skills.
- Places outside service repair calls for equipment, as needed.
- Cleans equipment as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Successful completion two (2) years of college from an accredited college or university with emphasis in a computer literacy-based curriculum; or any combination of training and qualifying experience which demonstrates the ability to perform the duties of the position. (Must submit a copy of college transcripts with application.)
2. Interest in working with persons with disabilities.
3. Knowledge of and proficiency with installation of personal computer software such as MS Office programs and current versions of MS Windows.
4. Ability to assist non-technical PC users in adaptive computer technology applications.
5. Ability to maintain familiarity with new developments in the field.
6. Ability to present information and respond to questions in an effective manner.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
8. Experience in troubleshooting PC software and hardware problems.
9. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience in providing instructional support to students with disabilities.
- Knowledge of adaptive computer software such as Kurzweil scan/read, JAWS screen reading, Zoomtext image enlarging, and Dragon Naturally Speaking speech recognition.
- Knowledge of adaptive computer hardware/equipment such as Braille embosser and modified keyboards mouse or switches.
- Interest in learning how computers can assist persons with disabilities

Job Description: DSP&S Adapted Computer Learning Technician

- Experience in operating PCs in a networked environment.
- Ability to work collaboratively and cooperatively as part of a team with DSP&S and college staff.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.
- Adaptive technology equipment

Revised: N/A