

## **COORDINATOR, ASSISTIVE TECHNOLOGY**

### **DEFINITION**

Under general supervision, coordinates and monitors operations of all District computer facilities affiliated with the Disabled Student Programs and Services Department (DSPS), including computer labs, classrooms, and testing rooms; works closely with and assists faculty, staff, and students using assigned facilities; directs and assigns hourly support staff; troubleshoots software and hardware problems for faculty, staff, and students; supports Acquired Brain Injury Program alternate media services, and DSPS instructional software and hardware needs; coordinates day-to-day operations of the High Tech Center computer facility and ensures appropriated staffing; provides highly complex and technical staff assistance to the Director, Disabled Student Programs and Services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Disabled Student Programs and Services. Exercises technical and functional direction over and provides training to student workers and short term hourly employees.

### **CLASS CHARACTERISTICS**

This is a technical coordinator classification responsible for assisting disabled students with learning, test taking, and other requirements through the provision of high-quality and timely technology-based tools and applications. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of the assigned function. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This classification is closely associated with other information technology classifications in that it works in an Information Technology capacity with a specialty in the area of technologies and equipment used for educational purposes for students with disabilities and is responsible for the evaluation and development of best hardware and software tools and solutions to meet student demands and comply with District Information Technology standards and network policies.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Coordinates and oversees the High Tech Center computer facility and smart classrooms in the Disabled Student Programs and Services Department; ensures appropriate technology and staffing levels to optimize the facilities proper functioning to provide high-quality service to students with special needs, including the District's Acquired Brain Injury and Alternate Media programs.
2. Participates in the planning, development, and implementation of policies, procedures, and action plans for the assigned functions, including incorporating technological advancements, as appropriate.

3. Provides direction, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
4. Verifies hours worked and reviews time sheets for student workers and short-term hourly.
5. Maintains adapted computer workstations and related applications; installs software and hardware components and specialized equipment, such as optical scanning equipment, voice-activated programs, and visual aids.
6. Builds images for desktops and laptops of different models that are used for different purposes in multiple locations, including addressing particular staff, faculty, and student needs, adding necessary specialized software, and otherwise customizing each machine as required; trains students on the use and benefit from specialized software and hardware.
7. Evaluates and tests new hardware and software; evaluates potential of it benefitting students with disabilities; identifies potential conflicts with existing systems.
8. Attends to all technical needs of individuals using assigned computer facilities, including troubleshooting technical problems regarding system compatibility and other issues and installing necessary software and hardware in classrooms for instructors and students.
9. Advises and consults with the Director, Disabled Student Programs and Services and the Vice President, Student Services regarding technology and equipment needs; recommends purchases of assistive technology, specialized software, and other hardware and software solutions.
10. Develops detailed technical documentation and training materials for various hardware and software applications for faculty, staff and students.
11. Develops, establishes, and implements an inventory control system for the department's technology equipment; services as the system administrator, assigns users with limited access, as appropriate; keeps inventory up-to-date.
12. Collaborates with various other departments in developing methodologies and technological approaches to disabled students' needs, such as the captioning of videos and other media.
13. Performs routine maintenance and continuous upgrades on computer systems and mobile devices as needed; inspects, maintains, repairs, and updates a wide variety of equipment for student use.
14. Creates and maintains content and graphics for Student Services on the District's digital message boards.
15. Attends technical seminars and workshops to remain current concerning applicable technologies; researches technical issues and emerging technologies to apply to assigned programs; provides orientations for, instructs, and trains students, staff, and faculty on using specific programs as assigned.
16. Responds to questions concerning assigned subject matter, equipment usage, and other related concerns and issues.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Plans, prepares, organizes and conducts technology training workshops for faculty.
19. Plans, prepares, organizes and conducts in class lessons on technology for students with disabilities.

20. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
21. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
22. Supports and abides by federal, state, local policies, Board policies, and Administrative procedures.
23. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
24. Prepares and delivers oral presentations related to assigned areas as required.
25. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. College-level adaptive technology, including a broad range of media formats, software, hardware, adaptive devices, computers, and peripherals, such as client/server network architecture and general operation of assistive technology.
3. Principles and practices of providing technical and functional direction and training to assigned staff.
4. Working knowledge of the Americans with Disabilities Act.
5. Current trends and development in the assigned technology fields.
6. Methods and procedures of operating computers and peripheral equipment related to providing services to students with disabilities.
7. Advanced principles of computer technology.
8. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
9. Business letter writing and the standard format for reports and correspondence.
10. Principles and practices of data collection and report preparation.
11. Recordkeeping principles and procedures.
12. Modern office practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
13. English usage, spelling, vocabulary, grammar, and punctuation.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform a wide variety of complex technical work to install, configure, maintain, diagnose and troubleshoot computers as well as a variety of technologies and equipment for students with disabilities.
5. Assist in the planning and implementation of assigned programs and services.
6. Assist in the organization, preparation and presentation of materials.
7. Learn methods and procedures to be followed in an instructional situation.
8. Set up, design, troubleshoot and operate assigned departmental equipment.
9. Provide assistance and information to staff on the availability and uses of instructional materials and equipment.
10. Operate a computer and a variety of office and instructional equipment.
11. Troubleshoot, diagnose, and solve hardware and software problems.
12. Read, understand, interpret and apply department rules, policies and materials relating to assigned field.
13. Analyze and evaluate information processing problems, plans, procedures, and requirements.
14. Apply new developments in the various assigned fields of technology and information systems processing related to the assigned program.
15. Plan, prepare, and conduct in-service training classes for students with a variety of disabilities.
16. Provide direction, training, oversight, and work evaluation to assigned staff.
17. Compose correspondence and reports independently or from brief instructions.
18. Make accurate mathematical, financial, and statistical computations.
19. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
20. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
21. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
22. Operate modern office equipment including computer equipment and specialized software applications programs.
23. Use English effectively to communicate in person, over the telephone, and in writing.
24. Understand scope of authority in making independent decisions.
25. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
26. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to an Associate's degree from a regionally accredited college or university in computer science, management information systems, alternate media, adaptive computer technology, or a related field, and
2. Three (3) years of progressively responsible experience related to the operation, diagnostic, and troubleshooting of computers.
3. A Bachelor's degree from regionally accredited college or university and/or specialized in adult secondary programs are highly desirable.

4. Experience in providing lead direction to others is desirable.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 2/2023