

APRIL 2017
FLSA: NON-EXEMPT
SALARY: GRADE M
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DISABILITY TECHNOLOGY SPECIALIST

BASIC FUNCTION: Under the supervision of the area manager, the Disability Technology Specialist assists students with disabilities by providing technology related trainings as well as assists in the facilitation of a wide-range of accommodations; primarily with the use of adapted computer technology and computer-assisted instructional programs in the high tech center and other college lab computers.

SUPERVISORY RESPONSIBILITIES: None.

REPRESENTATIVE DUTIES:

1. Recommends assistive hardware and software and provides ongoing training and technical support in the use of their accommodations.
2. Trains and provides ongoing assistance to students in the use of appropriate Assistive Technologies and assistive equipment.
3. Conducts intake interviews with prospective students.
4. Assists in the development of disability services and accessibility-related policies and procedures.
5. Assists with adaptive software/hardware configuration and imaging college equipment in an effort to ensure equal access for all students with disabilities.
6. Facilitates the production of alternate media requests (e-text, braille and other formats), using a database to track requests.
7. Orders e-text, formatting text, scanning and delivery of alternate media.
8. Assists with registration of students with disabilities; makes appropriate referrals regarding matriculation processes or other college resources.
9. Enters, maintains, and creates reports in disability services database of students served through the program.
10. Participates in the development of unit goals, learning outcomes, and data for unit-level program review.
11. Attends ongoing professional training sessions at the State Chancellor's High Tech Centers Training Unit and participates in District-provided in-service training programs. Maintains current knowledge of state and federal disability-related rules and regulations as well as the District's rules, policies, and procedures.
12. Installs, configures, and maintains computer access technology programs in disability services and provides guidance to the college's technology support staff for maintaining technology accessibility for all labs and classrooms.
13. Provides workshops and trainings on the latest accessibility technology and strategies for faculty and staff.
14. Performs other duties, related to the position, as assigned.

EDUCATION: An associate's degree or any combination of post-secondary education and experience working with students with disabilities equivalent to an associate's degree is required. A bachelor's degree in Information Technology, Adaptive Technology or related field from an accredited institution or three years of experience working with students with a disability in a post-secondary educational setting is desired.

EXPERIENCE: Experience working with students with a disability and adaptive computer technology (hardware and software) is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

- Title 5 of the California Code of Regulations;
- ADA and PL 93-112 Section 504 relative to the disabled students program's college and academic regulations;
- Hardware and software evaluation, selection, installation and testing processes;
- Modern office practices, procedures and equipment.

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.

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

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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.