ASSISTIVE TECHNOLOGY SPECIALIST
San Jose/Evergreen Community College District

Job Title	ASSISTIVE TECHNOLOGY SPECIALIST
Department	Staff
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Mar. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

ASSISTIVE TECHNOLOGY SPECIALIST

San Jose/Evergreen Community College District

Close/First Review Date: 03/31/2024

Campus Location: San Jose City College

Position Description:
POSITION SUMMARY

ASSISTIVE TECHNOLOGY SPECIALIST
San Jose/Evergreen Community College District

The Assistive Technology Specialist reports to the Director of Student Accessibility Services at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 9:00 a.m. - 6:00 p.m.

The Assistive Technology Specialist position is grant funded and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of assigned administrator, the Assistive Technology Specialist is responsible for providing direction to the overall strategy regarding adaptive technology as well as functional support to colleagues and students campus wide and off-campus at instructional sites. The position performs a variety of technical duties involved in the production, delivery and end-user training of alternate and assistive technology for students with disabilities to benefit from college instruction and participate co-curricular and extracurricular activities. Responsibilities include liaison activities with colleagues, other colleges, and the statewide agencies contracted to provide material in alternate formats. The work involves developing guidelines and providing technical support for access to curricula, distance education courses, student support services, web page and other electronic information sources. The position ensures compliance with applicable federal and state laws and regulations, board policies and administrative procedures as it pertains to serving students with disabilities.

KEY DUTIES and RESPONSIBILITIES:

Access to Technology:

1. Coordinate all technology needs in the Disabilities Support Program (DSP) or Student Accessibility Services (SAS), including the DSP High Tech Center and SAS Computer Lab.

2. Coordinate and work alongside with Campus Technology Support and Services (CTSS) and district Information Technology Services and Support (ITSS) to install, configure and maintain access technology across campus and off-campus at instructional sites.

3. Survey the current access technology needs of the campus and make recommendations for the district and campus technology plans.

4. Research new access technology and recommend purchases of specific assistive technology equipment and related materials.

5. Provide training on access technology for colleagues and students, including individual and group training to assist faculty in insuring that instructional materials are provided in various accessible formats depending on students' disability-related needs.

6. Provide technical and instructional support for students and colleagues using access technology including test proctoring for students with disabilities.

7. Serve as resource person to external agencies and campus entities dealing with issues and requirements germane to access technology.

8. Assess student technological skill levels and verify eligibility for alternate technology services. Determine and recommend appropriate assistive hardware and software.

9. Assist in performing research and development with new access software, hardware and equipment that may be suitable for implementation in college environment.

10. Provide technical assistance to campus instruction and technology committees on universal access requirements for persons with disabilities.

11. Develop and maintain a current resource bank of access strategies for the various types of electronic information, including web pages, kiosks, etc.

12. Attend division/program and campus committee meetings relevant to the position.

13. Participate in professional development to stay up-to-date in the fields of adaptive and alternative technology. Research technical issues and emerging technologies to apply to adaptive and alternate technology.

14. Ensure the provisioning, installation, maintenance, troubleshooting, recordkeeping, and repair of applicable hardware and software including in classrooms, computer laboratories, employee workstations, offices, and other applicable environments on and off-campus.

15. Maintain and track equipment loaned to students.

16. Provide orientations for and train colleagues and students on using specific adaptive and assistive technology as assigned.

17. Collect data, generate reports and statistics pertaining to assigned areas to contribute to

programmatic reports, including program review and submission of data to on and off-campus entities.

18. Respond to complaints and questions concerning assigned subject matter, equipment usage, and other related concerns and issues.

Production of Alternate Print and Video Materials:

19. Develop and coordinate a process to meet institutional braille and captioning needs (including the captioning and editing of existing and new video materials, especially for distance education and online courses/online course components).

20. Use highly specialized technology and equipment such as, but not limited to, high-speed scanner, Braille machines, tactile graphics machines, close circuit television, Kurzweil reading machines to accomplish work objectives.

21. Serve as a liaison between colleagues and students, and DSP or SAS to secure and translate instructionally related materials into alternate formats in a timely manner.

22. Serve as a liaison to statewide center and to community agencies utilized on a contract basis to produce adaptive and alternate media.

23. Acquire and produce materials in adaptive and alternative formats.

24. Assist with revisions and updates to the web site and other electronic and print communication environments.

25. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Basic operations, applications, services and activities of assigned program.

2. Equipment, computer software, and up-to-date technologies used to adapt a variety of instructional and informational materials into formats easily accessible by persons with disabilities.

3. Accessibility guidelines and laws for individuals with disabilities such as Americans with Disabilities

Act (ADA), Sections 504 and 508 of the Vocational Rehabilitation Act, Web Content Accessibility Guidelines (WCAG) 2.0 Level AA web content accessibility standards.

4. Pertinent federal, state and local laws, as specified by the program and student population served.

5. Recent developments, current literature and information related to program.

6. Organization, time management and standard office procedures.

7. The use of the English language for editing and composing written communications, spelling, grammar and punctuation.

8. The use of Windows and Macintosh operating systems, software applications and the interfacing of hardware and software.

9. Accessible hardware such as but not limited to: closed circuit TVs, accessible keyboards and mouse, monitors, desks, Braille note, e-text, enlargements, audio, visual, and recorders.

10. Copyright laws pertaining to printed and digital media.

Skills and Ability to:

1. Work effectively with colleagues from diverse academic disciplines, departments, and programs.

2. Customize solutions for students with disabilities in a complex technology environment.

3. Effectively demonstrate student needs to incorporate adaptive and assistive technology in classes to benefit all students.

4. Establish and maintain cooperative and effective working relationships with colleagues, students and others.

5. Understand office administrative practices and tools including: computers, websites and other applications related to the program.

6. Train others to operate instructional media (including hardware and software) equipment properly.

7. Determine work priorities and the ability to work independently and follow through on tasks.

8. Work with attention to detail and independently with minimum supervision.

9. Provide high level of customer service to colleagues, students, and the public.

Required Qualifications:
EDUCATION AND EXPERIENCE

1. Bachelors degree, or any coursework, or education equivalent to a Bachelors degree.2. Two years of experience with assistive technology (software and hardware) or related.

Desired Qualifications:
1. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:
$99,857 - $121,857 Annual Salary (Range 122: Classified Salary Schedule Fiscal Year 2023-2024). Starting placement is generally at Step 1.

Benefits:
Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: https://sjeccd.peopleadmin.com/

About San Jose/Evergreen Community College District

ASSISTIVE TECHNOLOGY SPECIALIST
San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

San Jose/Evergreen Community College District

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