INSTRUCTIONAL ASSISTANT, ASSISTIVE TECHNOLOGY
INSTRUCTIONAL ASSISTANT, ASSISTIVE TECHNOLOGY (Restricted)

DEFINITION

Provides technical assistance, training, and support to students with disabilities in the use of alternate media and assistive computer technology to meet accessibility needs of a college; and assists in the coordination and implementation of access to alternate media and distance education for students with disabilities.

TYPICAL DUTIES

Assists in providing technical assistance to faculty and staff in the design and redesign of educational and informational media to ensure that the California Community College Chancellor's Offices access guidelines are met.

Assists in the development and implementation of processes to meet Braille and captioning needs, including methods for providing educational and informational materials in alternate formats.

Assists in providing information, training, and coordination in regard to electronic technology (EIT), alternate media formats, and distance learning to meet accessibility requirements.

Assists in the creation and promotion of a positive and supportive college-wide instructional climate for students with disabilities who use assistive technology by providing assistance to faculty and staff in diagnosing and resolving problems associated with supportive services.

Assists in monitoring activities associated with system enhancements and new systems development efforts to ensure they are accessible to people that use assistive technology.

Develops and maintains a resource bank of access strategies for various types of disabilities and related instructional alternative media and assistive and adaptive technologies such as distance learning, Internet, tele-courses, and electronic-text.

Provides assistance in the installation, configuration, and maintenance of college assistive technology.

Assists in the training and work direction of assigned student employees.

Provides assistance in troubleshooting activities regarding problems that may arise in the area of assistive technology and alternate media college-wide.

Provides technical assistance to campus instructional and technology committees on accessibility requirements for persons with disabilities.

Schedules and monitors the use of one or more instructional computer facilities by faculty, staff, and students.

Performs software installations and updates of programs.

Assists in the maintenance of inventory records of equipment, parts, spare parts, and supplies as well as records for state reporting and institutional purposes.

Serves as liaison between college faculty, staff, and students with disabilities and the DSPS program in matters pertaining to access to electronic and print media and assistive technology related to instruction.

Makes suggestions regarding purchases of assistive and/or access software and technology to DSPS Coordinator.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Assistive Technology**, assists student with disabilities and faculty with assistive technology as it relates to accessibility issues including access technology, alternate media, and compliance regulations in the pertinent instructional setting.

An **Instructional Assistant, Assistive Technology (Restricted),** performs essentially the same duties as an Instructional Assistant, Access Technology but employment in the class is restricted to mentally, physically, or developmentally disabled persons.

An **Instructional Assistant, Information Technology**, applies knowledge of computer programming, application software and computer operations to assist students with problems related to the computer laboratory assignments, familiarizes students with the operation of computers and ancillary equipment and is responsible for the day-to-day operations of one or more instructional computer laboratories.

SUPERVISION

General supervision is received from an academic supervisor and/or DSP&S Coordinator. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Pertinent legislation and regulations relevant to information access for people with disabilities
- Capabilities and operation of assistive technology equipment and software
- Access strategies and resources for various types of electronic and print information, including distance education, web pages, alternate media formats, and general computer technology
- Techniques for designing and modifying instructional and informational media to make them accessible to people with disabilities in an electronic and/or print format
- Recordkeeping procedures

Ability to:

- Operate a variety of access technology devices and machines including computer and peripheral equipment
- Utilize assistive technology software appropriately based upon individual student needs
- Explain and demonstrate the proper utilization of assistive technology software and computer equipment
- Understand and implement guidelines for producing accessible electronic media
- Diagnose problems related to malfunctions of assistive technology software and computer equipment
- Perform minor repairs on assistive technology computer equipment
- Communicate effectively both orally and in writing
- Work effectively and cooperatively with students, instructional staff, and other staff
- Stay current with new assistive technology equipment and software
- Train and provide technical assistance to others

Ability to (Cont.):

Produce materials in alternate formats
Have sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of people with disabilities
Prepare and maintain a variety of records, schedules, and reports
Meet schedules and time lines
Give clear and concise instructions
Learn the characteristics of new computer systems, software, and hardware related to assistive technology and update technical skills to adapt to changing technology.

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university with a major in computer information technology or a closely related field including or supplemented by at least one college-level course related to assistive technology.

OR

B. Two years of recent full-time paid experience in the field of assistive technology, which required the use of assistive technology software and equipment.

OR

C. Successful completion of a recognized assistive technology certification training program or its equivalent AND one year of recent paid experience in the field of assistive technology, which required the use of assistive technology software and equipment.

OR

D. Any equivalent combination of A., B. or C. above.