

**CLASS SPECIFICATION**  
**DSPS Adaptive Computing Specialist**

FLSA Status: Nonexempt  
EEOC Job Category: Paraprofessional  
Union Representation: Represented

**GENERAL PURPOSE**

Under general supervision, utilizes specialized software programs and equipment to convert textbooks and other educational print materials into alternate formats, including Braille, audio format, MS Word documents and Adobe PDF; generates closed captioning of instructional videotape and internet-based media for deaf or hard of hearing students; installs and maintains assistive technologies in assigned District locations, including DSPS High Tech labs; provides technical support and assistance to District students, instructors and lab technicians on assistive technologies uses and operations; applies technical knowledge of a variety of disabilities and identifies and makes recommendations to address students' requirements for alternate media forms; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

DSPS Adaptive Computing Specialist installs, operates and maintains a variety of specialized software programs and equipment in order to convert textbooks and other educational materials into appropriate formats for students with a variety of disabilities and to provide closed captioning to tape and internet-based video. Assigned work requires application of detailed technical knowledge and expertise and an ability to effectively communicate technical information in a clear, concise manner and provide support and assistance to students with a variety of disabilities, as well as District management, faculty and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Produces alternate educational media forms for students with physical, hearing, visual and/or learning disabilities; utilizes a wide range of specialized assistive software and hardware technologies and converts textbooks and other educational print information to alternate forms, including audio formats, Braille, MS Word documents and Adobe PDF; utilizes specialized captioning hardware and software technologies and adds closed captioning to instructional tape and internet-based videos.
2. Installs and maintains specialized adaptive technologies on DSPS High Tech Center stations, other District lab and work stations and classroom equipment as required to accommodate students' access-to-information needs; maintains awareness of new developments in the assistive technology field; recommends technology enhancements for District.
3. Assesses students' new and ongoing needs for alternate forms of print and/or video materials and assists in determining appropriate course/s of action as mandated by Federal and state laws and codes,

applicable court decisions and District policies and procedures; trains students and District instructors and staff to use assistive technologies related to needs; provides advanced technical support, assistance and troubleshooting guidance to students, instructors and lab techs on operations, use and maintenance of assistive technologies in the classroom or lab setting.

## **QUALIFICATIONS**

### **Knowledge of:**

1. The appropriate application of media forms, including Braille, audio formats and closed captioning, to address specific needs related to a variety of disabilities.
2. Advanced techniques, uses and operations of software and hardware packages that produce alternate texts and print.
3. Advance techniques, uses and operations of captioning software and hardware packages that produce closed captioning.
4. Advanced uses and operations of personal computer and networking systems.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Modern office procedures, methods and equipment.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

### **Ability to:**

1. Install, operate and maintain use a variety of technical software and hardware packages that produce alternate text and educational print forms.
2. Install, operate and maintain closed captioning software and hardware packages to produce closed captioning on District tape and internet-based video.
3. Train and provide technical assistance and support to students, faculty and staff on uses, operations and maintenance of applicable software and hardware packages.
4. Understand, apply and reach sound decisions in accordance with District and department policies and procedures.
5. Communicate clearly and concisely, both orally and in writing.
6. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
7. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
8. Establish and maintain effective working relationships with District management, faculty, staff, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate's Degree; and two years of progressively responsible experience working with assistive technologies, preferably in an educational setting; or an equivalent combination of training and experience

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment and to lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to distinguish basic colors and/or shade and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; observe and interpret people and situations; perform work under changing, intensive deadlines on multiple concurrent tasks; work with constant interruptions, and interact with District management, faculty, staff, students, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office or classroom conditions and the noise level is usually quiet.