BASIC FUNCTION:
Under the direction of the Coordinator, Disabled Students Programs and Services the DSPS Adaptive Computing Specialist will be responsible for assisting in the provision of access to computers through the use of adaptive technology for students with a disability.

REPRESENTATIVE DUTIES:
Assist in the provision of access to computers through the use of adaptive technology for students with a disability.

Assist students in the Adaptive Computer Technology course to gain access to adaptive and mainstream hardware and software as may be prescribed by the instructor.

Provide technical assistance in the DSPS Adaptive Computing Center and in student computer labs throughout the college which have work stations that utilize assistive technologies for students with disabilities.

Work closely and cooperatively with department staff to keep informed of changes in college and departmental policies, practices, and procedures.

Work cooperatively and effectively with students, faculty, staff and the community of diverse disability and cultural backgrounds.

Provide liaison and advocacy with department faculty to address access technology issues in campus computer labs and those issues related to distance education.

Perform other duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:
Programs including but not limited to Microsoft Word, Corel Draw, JAWS, ZoomText, Dragon Naturally Speaking, WYNN, and Duxbury Braille translation software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, courtesy and customer service.

ABILITY TO:
Work and communicate with faculty, staff and students.
Operate a computer workstation.
Provide technical assistance on Adaptive Computer Center workstations.
Demonstrate sensitivity to multi-cultural needs and characteristics of students with disabilities.
Understand and follow oral and written directions.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in a computer related field. Knowledge of and experience working with assistive technology. Two years experience working with assistive technology students with a disability in a college setting.

Adopted: November 19, 2001
Revised: