



## ACCOMMODATIONS INSTRUCTIONAL TECHNOLOGY COORDINATOR

**SALARY GRADE:** [C1-58](#)

### **DEFINITION:**

Under the direction of the Dean of Disability Resource Center and Veterans Resource Center, locate and deliver available technology training resources, services and activities; evaluates student needs for assistive technology and alternate media. Identifies on-going technology needs of students and develops programs and materials to meet these needs. Consults with other program specialists regarding technology needs.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Evaluate and train students for optimal Assistive and Instructional Technology.
2. Determine student accommodations in the area of Alternate Media and Assistive technology.
3. Act as lead Assistive Technology resource for faculty, staff, and administrators.
4. Responsible for the installation, updating and troubleshooting of Assistive Technology.
5. Conduct on-going research and networking to stay current on Assistive and Instructional Technology.
6. Oversee the specialized technology support for equipment used in Alternate Format Production.
7. Make recommendations and provide vendor contracts, price quotes and specifications regarding procurement of up-to-date Assistive Technology hardware and software.
8. Oversee and train student workers to respond to Computer Access Lab needs.
9. Oversee the operation and maintenance of Computer Access Lab and all technology equipment owned by Disability Resource Center (DRC) and Veterans Resource Center (VRC).
10. Oversee the equipment loan program including but not limited to Smart Pen loan program, Laptop loan program.
11. Maintain data and generate reports as dictated by department policy.
12. Remain knowledgeable about state and federal laws, as well as legal decisions related to Assistive Technology in post-secondary institutions.
13. Assist in the development and implementation of Assistive and Instructional Technology policy.
14. Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

1. Federal and State laws, ADA, Section 504 and District policies and regulations governing educational and employment programs for individuals with disabilities.
2. Programs, methods and resources available for persons with disabilities.

3. Effective uses of new instructional technologies such as Google Apps for Education, Inspiration/graphic organizers, SmartPens, study applications, etc.
4. Extensive understanding of the use of assistive technologies such as ReadOutLoud, Dragon Naturally Speaking, Jaws, ZoomText etc.
5. Development and assessment of educational programs.
6. Understanding of Windows, NOT and Macintosh operating systems, desktop software (Word, Excel, PowerPoint, etc.) and cross platform and device issues of application software.
7. Instructional design and training development in computer mediated learning.
8. Fundamentals, terminology, techniques, equipment and materials of access and adaptive technology; ADA.
9. Techniques for incorporation of access and adaptive technology in electronic information systems and distance education courses;
10. Academic issues relevant to community college student populations.
11. Needs of students with disabilities or requiring special services.
12. Confidentiality requirements when dealing with personal and sensitive student information.
13. Principles and practices used to establish and maintain files and information retrieval systems.
14. Interpersonal skills using tact, patience and courtesy.
15. Office procedures, methods and equipment including computers and applicable software applications such as MS Word, Excel and Outlook, Adobe Acrobat Pro, Ellucian (Banner) systems and other databases.
16. English usage, grammar, spelling, punctuation and vocabulary.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Evaluate, design and produce clear training materials, web sites, multimedia, DRC and VRC programs.
3. Organize and manage development and delivery of training
4. Work with students with multiple and varied disabilities and evaluate their technology needs
5. Coordinate and assign work to clerical staff and student workers.
6. Work in changing environment and manage multiple priorities
7. Work with multiple teams of staff, students and faculty.
8. Respond to requests and inquiries from students, staff or the public; effectively present information in person or on the telephone to students, staff or the public.
9. Coordinate with community agencies regarding serving the needs of individuals with disabilities.
10. Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
11. Communicate effectively both orally, in writing and in the use of social media.
12. Establish and maintain cooperative and effective working relationships with others.
13. Maintain records and prepare reports.
14. Train and provide work direction to student employees.
15. Perform a variety of general clerical duties as required; answer phones, schedule appointments, provide assistance to students, answer questions from the general public and prepare letters and reports.
16. Work independently and multi-task between projects as needed.

**Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in instructional technology or related field.
2. Two (2) years experience in program development and implementation.
3. Experience using training technology for instruction with design and development of training materials in a variety of delivery modes, preferably in an education environment.

Preferred qualifications:

1. Two (2) years of working directly with disabled students tutoring, coaching, providing intake and/or accommodations, job placement or other related service.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to view computer monitor and read various materials.
4. Sitting for extended periods of time.
5. Lifting, carrying, pushing or pulling moderately objects, up to 50 lbs.
6. Ability to push/guide a wheelchair.

Date Approved: February 2015  
EEO Code: H-50