

## Job Description

**Job Title: Assistive Technology Specialist**

**JTC: CTS**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Serves as a resource in the area of assistive technology to faculty, staff and students; coordinates the evaluation, installation and ongoing maintenance of assistive technology devices; oversees the conversion of instructional materials into alternative media formats. Performs a variety of technical tasks related to adaptive computing needs on a variety of hardware and software platforms, evaluates and procures new adaptive technologies to ensure information and computing systems remain accessible.

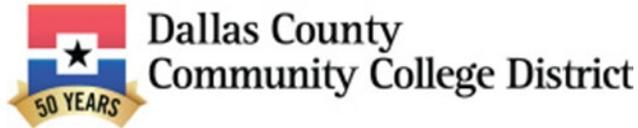
### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience with web technologies/platforms. Experience conducting accessibility evaluations, using accessibility evaluation tools and processes. Broad, working knowledge of accessibility barriers, including tools and techniques for overcoming these challenges; understanding of state and federal laws and regulatory matters relating to accessibility; thorough knowledge of information and communication technology accessibility best practices. Training in the use and application of assistive technology, both hardware and software.

Ability to organize and effectively communicate complex information, problem solve and apply creative solutions related to accessibility to diverse stakeholders and constituents. Must be flexible, have strong interpersonal, communication and time management skills. Able to manage multiple assignments simultaneously, serve a range of diverse clients while maintaining professional customer service, work independently, and work within strict deadlines.

Ability to collaborate and maintain effective working relationships with stakeholders and constituents at all levels of the organization. Must be able to comply with ethical, legal, and human rights issues related to technology use. Ability to maintain confidentiality as required. Ability to provide consultative support and training/orientation services to promote awareness in the use of assistive technology.

Demonstrated leadership in a rapidly changing environment. Significant experience that demonstrates professionalism, good judgment, and integrity. Comfortable working in a highly collaborative, diverse and transparent environment. Proven ability to build and maintain relationships with internal and external clients and with other relevant parties.



Must have strong interpersonal, analytic, presentation, oral and written communication skills in order to interact with diverse stakeholders and constituents. Ability to provide exceptional customer service.

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with physical challenges to perform the essential functions. While performing the duties of this job an individual may be required to lift and move materials and equipment weighing over 50 pounds, climb ladders, crawl under desks and floors, and work in confined spaces.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree with 2-3 years of experience in the use of Assistive Technology (AT) and related hardware and software. Certification in AT may replace one year of direct experience. Proficiency in Microsoft Office. Official transcripts are required. A valid Texas driver's license is required due to extensive travel throughout the DCCCD area to all college/locations. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as the primary contact for all assistive technology assessment referrals and presentations. Recommends accessibility standards for software, equipment, and components, as well as installation and configuration of approved access technology equipment and software across district locations. Keeps current on new technology, best practices and changes to related accessibility laws and regulations to ensure compliance.

Promotes awareness of assistive technology resources and services through educational events to improve understanding of accessibility and the use and application of assistive technology in various academic environments. Coordinate/collaborate with college disability services offices, Information Technology (IT) and other stakeholders/constituents in the purchase of appropriate assistive technology equipment and materials. Create and maintain a list of approved third party applications, websites, and vendors for use by faculty, students, staff, curriculum committees and the bookstore.

Build and maintain working relationships with diverse, multi-cultural constituents and stakeholders, within the DCCCD community network to ensure consistency in the application of assistive technology. Work with vendors and IT support personnel in order to manage registration and warranty information on all assistive technology. Participate on college committees/task forces to make recommendations on accessibility compliance; may participate in other technology committees as directed.

Design and provide training to faculty/staff/students in the use of assistive technology. Train and audit district locations regarding accessibility barriers based on current accessibility standards and district accessibility policy and regulations. Troubleshoots issues to ensure effective daily operation of assistive technology hardware and software. Review and test third party electronic and information technology Voluntary Product Accessibility Template (VPAT) for accessibility compliance including publisher websites requiring an access code.



Assists in the development and implementation of guidelines and procedures. Maintains accurate records and data such that institutional trends can be observed and/or adjustments made to better support students and staff. Ensures exceptional customer service by responding to inquiries in a timely, thorough and respectful manner.

Completes required DCCCD Professional Development training hours per academic year. Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*