

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Disabled Students Programs and Services Computer Technician	Range:	66
Date Revised:	9/30/02	Date Approved:	3/28/02

PRIMARY PURPOSE

The Disabled Students Programs and Services (DSP&S) Computer Technician supervises all activities of the Adaptive Learning Lab for students with disabilities; monitors and maintains instructional and adaptive technology systems and performs related duties as assigned.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Supervises activities in the Adaptive Learning Lab; identifies hardware and software requirements and other adaptive devices
2.	Troubleshoots instructional and adaptive technology systems, including computer and network hardware/software, and other assistive devices; configures and reformats systems; installs and maintains software; establishes and maintains networks
3.	Provides technical information and expertise to students, instructors and other support services for instructional programs within the Disabled Student Programs & Services Department
4.	Designs, implements and maintains a computer database; gathers, compiles, tracks and analyzes pertinent data and statistics to develop future technology plan for Disabled Student Programs and Services
5.	Demonstrates and assists students and faculty in the use and operation of specialized equipment and materials; assists classroom instructor with student classroom activities in the Adaptive Learning Lab
6.	Hires, trains and provides work direction to assigned personnel; coordinates scheduling; supervises hourly student assistants according to established regulations and procedures
7.	Communicates with a variety of departments and instructors to exchange information and coordinate activities; interfaces with Information Technology personnel and technical support
8.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
9.	Performs related duties as assigned

WORKING RELATIONSHIPS

The Disabled Students Programs and Services Computer Technician maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

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EDUCATION AND EXPERIENCE

Completion of related college-level course work, 2-3 years of increasingly responsible supervisory training or experience; training/experience relevant to adaptive technology preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Organization, operations, policies and objectives
- Adaptive Technology; software, assistive devices, computer, and various hardware and peripherals, e.g., PC, MAC, client/server network architecture and general operation of adaptive technology
- Supervisory principles and practices
- Various disabling conditions

Ability to:

- Work directly with students with disabilities on various classroom and laboratory activities
- Install, repair, maintain and troubleshoot computer hardware, software and peripheral equipment
- Compile, organize, analyze data and generate reports
- Plan, organize and prioritize work
- Meet schedules and time lines
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

WORKING CONDITIONS

College office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 50 pounds.