

## ADAPTIVE SERVICES SPECIALIST

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### DEFINITION:

Under general supervision, to assist Disability Resource Center (DRC) students and faculty in utilizing adaptive/assistive technology, services and materials to assist students with sensory, physical, learning and other disabilities; to coordinate with DRC instructors and Information Technology on implementation and maintenance of adaptive technology; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This classification functions under the auspices of the DRC department but requires knowledge and skill in the areas of both information technology and equipment, and the special needs, requirements and services utilized by individuals with disabilities. Positions in this class work closely with instructors, Information Technology, and DRC to coordinate and provide assistive and adaptive equipment and services for students.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Provides tutoring to students with sensory, physical and other disabilities;
- Assists faculty and program staff in identifying suitable equipment, technology, software, services, and materials for use by specific students, and in the DRC High Tech Center (HTC), and provides input to Individual Educational Programs;
- Recruits, evaluates, selects and trains student assistants and others providing American sign language, note taking and other direct student services;
- Provides American Sign Language interpreter services;
- Assists instructor with training of students on assistive devices, other equipment, and software including speech recognition, screen enlargement, and scan and read programs;

## Classified Job Description: Adaptive Services Specialist

- Researches and prepares brochures and related materials regarding specific disabilities;
- Moves and arranges furniture and computer equipment in the HTC;
- Evaluates and recommends modification of assistive devices for specific student needs;
- Orders and maintains inventory of materials and supplies;
- Prepares and maintains a variety of records, correspondence and other written materials.

### **MINIMUM QUALIFICATIONS:**