State College of Florida, Manatee-Sarasota  
Job Description

**Job Title:** Accommodation & Assistive Technology Specialist  
**Reports to:** Coordinator, Disability Resource Center  
**FLSA Status:** Non-Exempt  
**Level:** 117  
**Position Class:**

**Job Summary:**
The Accommodation and Assistive Technology Specialist provides individualized and specialized support services to students with disabilities through provision of information/training and technical services and by providing appropriate accommodations. Evaluates documentation, conducts in-depth intake interview, and develops individualized academic accommodation plans collaboratively with students. This individual is responsible for installation, maintenance, and training on a variety of computer software and equipment. This includes, but is not limited to text-to-speech, speech-to-text, screen reader, enlargement, and other software designed to provide students access to learning and education, thus promoting increased independence for students with disabilities. The Accommodation and Assistive Technology Specialist assists with provision of alternate format print materials for individuals with visual and print disabilities.

**Essential Duties and Responsibilities:**
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Evaluates disability documentation, conducts in-depth student interview, and collaboratively develops accommodation agreement with students.

2. Functions as DRC student database administrator and staff trainer. Utilizes the student database system to track student accommodations, maintain student records, and communicate important information to students and faculty.

3. Facilitates all assistive technology, including training for students and appropriate staff/faculty.

4. Responsible for the installation, maintenance, and inventory of all computer software and equipment. This includes, but is not limited to text-to-speech, speech-to-text, screen reader, enlargement, and other software.

**NOTE:** Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.
5. Promotes increased independence for students with disabilities, providing appropriate accommodations through the provision of adaptive devices and auxiliary aides and/or other services.

6. Provides reporting information regarding services utilized, students served, and disability specific information to Coordinator, Disability Resource Center.

7. Provide student access to learning and education through provision of alternate format print materials for individuals with visual and print disabilities.

8. Works collaboratively with faculty and information technology services staff to insure access to classroom and on-line learning, for students with hearing, vision, and print disabilities.

9. Facilitates exam administration for specialized students identified as needing private testing accommodations and/or assistive technology and equipment.

10. Promotes student staff advocacy, independence and utilization of campus resources.

11. Maintains DRC lab computers, working with IT to update software as needed.

12. Other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  A Baccalaureate degree is required from a regionally accredited institution in psychology, education, business, computers, or a related field and at least two (2) years’ experience working with individuals with disabilities. Experience working with assistive technology and universal design principles are required.

  Previous experience working in a postsecondary institution preferred.

- **Supervisory Experience:**
  One or more years of experience as a “lead employee” with responsibility for scheduling and assigning work, training new employees and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent English listening and speaking skills required. Spanish language proficiency is an asset.
• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

• **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing software, spreadsheets, Internet, e-mail system, and PowerPoint software. Must become efficient with current college database software and other college required software within one month of hire. Knowledge of assistive technology and universal design principles.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position will have oversight of student assistants.

This position will also be responsible for installation, maintenance and inventory of all computer software and equipment, including but not limited to text-to-speech, speech-to-text, screen reader, enlargement and other software.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with students, faculty, and all levels of SCF staff.

• **External Contacts:**
  Routine contact with prospective students and families, upper division college representatives, and Florida Department of Education officials. This position will also have contact with vendors, representatives of special interest groups, and community agencies.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
While performing the duties of this job, the employee is routinely required to talk, hear and use manual dexterity. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 10 pounds. Special vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Service Excellence: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   RESPECTFUL
   Act in a courteous manner
   Actively listen to gain full understanding
   Demonstrate awareness of “everything speaks”
   Show empathy and caring

   RESPONSIVE
   Approach people in an inviting and pleasing manner
   Take ownership of actions and decisions
   Plan, anticipate, and be forward thinking
   Answer and return phone calls and emails
   Use proper communication etiquette
   Banish the phrase “not my job”
   Provide assistance to all inquiries and follow through

   ACCURATE
   Do it right the first time
   Be knowledgeable of product and how it interfaces with others
   Ask probing questions
   Use resources effectively and efficiently

   COLLABORATIVE
   Participate in teams
   Develop team skill sets
   Learn available resources to be responsive to your constituents
   Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing/Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean, Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>