**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Adaptive Technologist

**Job Number:** A-138

**NOC:** 2282

**Band:** 9

**Department:** Student Accessibility Services

**Supervisor Title:** Director, Student Wellness Centre

**Last Reviewed:** June 21, 2004

**Job Purpose**

Reporting to the Assistant Manager, Disability Services, the Adaptive Technologist supports students with disabilities in the Disability Services Office, and the faculty and staff who work with them, by assisting in procurement and setup of suitable technical aids, including hardware, software and other devices.

**Key Activities**

***Support Roles:***

1. Co-ordinates the production of alternate format materials produced ‘in-house’ for students with print disabilities.
2. Has responsibility for the technical aspects of tests and exams supervised within the DSO for registered students with disabilities.
3. Responsible for the implementation, daily administration and roll-out of the Clockwork database to Student Affairs Department and others using this scheduling/database program at Trent University.
4. Evaluates equipment and other resources, especially software, and makes recommendations prior to purchase; plans, organizes, and tests procedures; installs hardware and software.
5. Maintains functioning of hardware and software systems by performing minor repairs; provides on-site troubleshooting for equipment or software failures to determine need for repair or maintenance; deals with computer viruses and devises preventive methods and procedures; diagnoses hardware or software problems in the facilities supporting students with disabilities.
6. Communicates with suppliers and manufacturers regarding parts for servicing, schematics, etc. and maintains relevant inventories; liaises with the institution’s computer systems staff and other college/university specialists.
7. Delivers workshops and seminars about adaptive technology to groups within the Trent community.
8. Ensures that DSO computer areas are well maintained, and that necessary supplies are available for student and staff use; attends staff meetings.
9. Other duties as assigned.

***Research:***

1. Carries out ongoing research into new technologies, devices, software and hardware, remaining up-to-date on new developments in the field; informs other staff of new developments and makes recommendations for upgrading and new purchases.
2. Technical and Training Support for the Liberated Learning Initiative and other project-based initiatives within DSO.
3. Liaises with IT, Instructional Development Centre and other areas within Trent where learning initiatives impact upon technical aspects of use of adaptive technologies for students with disabilities.

***Direct Student Contact:***

1. Supports students with learning disabilities in the Disability Services Office, and the faculty and staff who work with them, by assisting in procurement and setup of suitable technical aids, including hardware, software and other devices.
2. Supports students with learning disabilities as they use adaptive devices by demonstrating, training and coaching so that students can try out, use and master adaptive technologies.
3. In consultation with Assistant Manager DSO and other staff, provides guidance on best adaptive-technology expenditures given each student’s individual profile for personal purchases under the BSWD program.
4. Collaborates with other staff in the training of students in the use of specialized hardware and software.
5. Assists with training of computer lab assistants on the use of adaptive technologies for students with disabilities.
6. Develops and runs training workshops on adaptive technologies for students registered with DSO.

**Education**

Honours Bachelor’s Degree (4 year) in Computer Science, Education (Technical) or related field.

**Experience Required**

1. Three years of work experience in the computer field; training in assistive devices (hardware and software); at least one year of work experience with assistive devices; teaching/training experience; two years of work experience with people with disabilities, particularly adults with learning disabilities.
2. Experience with Enterprise software as operated within Trent or its equivalent. Experience with database administration.
3. Competency in computer-based technology, software and applications for disabilities.
4. Understanding of learning disabilities and adults, patience, sensitivity to special needs issues, particularly learning disabilities.
5. Knowledge of learning strategies. Knowledge of technical assistive devices and their operation.
6. Excellent communication and time management skills.
7. Demonstrated skills in, and commitment to, customer services and continuous improvement.
8. Ability to work well in a team.

**Communication**

Internal:

* Information Technology
* Media Resources
* Instructional Development Centre
* Faculty involved with Liberated Learning
* Students
* Staff

External:

* Liberated Learning Consortium partners
* Adaptive Technology Vendors
* Other Adaptive Technologists in the post-secondary sector
* Prospective Students

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

**Effort**

Mental:

* Prioritization - determine appropriate order for completion of tasks
* Adaptability - changing needs
* Creativity - daily challenges
* Confidentiality - aware of the rules of confidentiality
* Communication - essential to communicate effectively with, students, staff, faculty, outside
* Design - technical forethought to plan for changing needs

Physical:

* Moderate lifting - maneuver computers, office equipment and adaptive equipment

**Working Conditions**

Physical:

* VDT - long periods in front of video display terminal

Psychological:

* Alternating Stress level - must recognize the variation in stress levels experienced by the students and DSO staff.
* Group Dynamics - must feel comfortable to support colleagues and conversely, be supported by colleagues