



Title: Assistive Technology Specialist (Half-time position)Re-Post
[Department]: Center for Persons with Disabilities

RESPONSIBILITIES:

- Conduct assistive technology (AT) assessments for students with disabilities
- Train college students in the use of Assistive Technology
- Instruct students in the use of Assistive Technology in the classroom in regard to developing learning skills, decision-making skills and problem solving skills
- Liaison with IT Department and the Center for Persons with Disabilities (CPD). Collaborate with staff and faculty to identify who may benefit from Assistive Technology
- A team player and supportive of case managers and other staff members
- Assist students with disabilities in determining appropriate adaptive devices necessary for achieving their educational goals
- Work with students on the identification and proper use and maintenance of adaptive equipment or devices.
- Research existing and new Assistive Technology developed for use in higher education.
- Interpret psycho-educational reports to determine a student's academic strengths and weaknesses and use that information to provide academic instruction and academic counseling to the student
- Maintain student records and information, ensuring that all records are guarded as confidential.
- Submit all AT requests in a timely manner
- Maintain knowledge of the newest equipment available to students
- Assist with and oversee the loan bank of equipment and adaptive devices
- Develop and maintain relationships with vendors
- Advocate on issues promoting independence of students with disabilities
- Expand resource library for equipment and adaptive devices
- Educate students on other community resources
- Report writing necessary to show the progress students make in the use of Assistive Technology
- Remain current with content, Assistive Technology, teaching and learning strategies in the discipline
- Maintain necessary educational credentials as described in the CCD Credentialing Plan.
- Participate in activities that promote community service or civic engagement related to the college mission and goals
- Perform other related duties incidental to the work described herein

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of responsibilities and duties required of personnel so classified.

MINIMUM QUALIFICATIONS:

- Work requires analytical, communication and organizational skills generally acquired through completion of a bachelor's degree program in Information Technology, Special Education or a related field. Combination of education and experience in the field assistive technology.

PREFERRED QUALIFICATIONS:

- Bachelor's degree preferred.

SALARY: Salary placement will be determined by education and experience.
(Position is a half-time position)

OPEN DATE:

September 1, 2009

CLOSING DATE:

September 30, 2009

APPLICATION PROCEDURES: Interested applicants must submit a complete application package which includes: (a) a cover letter; (b) a CCD application; (c) a current resume; (d) names, phone numbers, addresses, and email addresses of three professional references; (e) copies of transcripts, and (f) copies of appropriate credentials. Please fax to 303-352-3029 or send the application to:

Chair of Assistive Technology Specialist
(Half-time position)
Selection Committee
Community College of Denver
Human Resources Department
Campus Box 240 • P.O. Box 173363
Denver, CO 80217-3363

To obtain an application, go to the HR
website www.ccd.edu/hr

CCD is a Learning College where policies, programs and practices support learning as the major priority.

The Community College of Denver is an Equal Employment Opportunity Educational Employer. Background checks will be conducted on all finalists for employment consideration.

CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation.