BASIC FUNCTION:

Design, construct, and repair special education adaptive equipment including specialized equipment used in sensory rooms for severely physically handicapped students at a school site; provide computer support services for therapy staff assigned to school sites throughout the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Confer with occupational and physical therapy (OT/PT) staff and design plans to build and adapt custom structures from a variety of materials; modify and repair specialized furniture and equipment such as crawlers, standers, kneelers, position equipment, prone boards, and scooter boards used in therapy, classrooms, and play areas. E

Inspect furniture and equipment to determine need for repair or refinishing; solder, sand and apply finishes to equipment as needed. E

Build specialized equipment and repair and troubleshoot equipment, electronics, and lifts; drive district/department vehicle to transport equipment to and from school sites; responsible for working with fleet maintenance unit to schedule and maintain vehicle. E

Utilize power tools, hand tools, electronic testing devices, welding and painting equipment; clean, oil, and make minor repairs to tools. E

Design and build a variety of electronic switches and timers to adapt to audiovisual equipment and other devices. E

Communicate with District staff and outside contractors to coordinate the installation and removal of sensory room equipment in preparation for renovation of new or existing school sites. E

Data recovery of total machine failure, sensitive reports and data recovered and installed in new equipment. E
Design, install, maintain and make necessary repairs to all specialized equipment in sensory rooms at school sites.  

Make minor repairs to small electronic devices, light fixtures, electrical cords, and projectors; replace damaged and/or missing parts; make emergency repairs to wheelchairs.  

Confer with supervisor and other department and/or district staff to determine staff technology needs; conduct research, prepare recommendations, and provide technical guidance for implementation; ensure computer and software compatibility with district-wide application requirements.  

Perform the installation, configuration, maintenance and troubleshooting of hardware, small network infrastructure, software and peripherals on computers, laptops and printers used by therapy staff; travel to school sites to provide technical support to resolve computer and printer issues.  

Use defined processes to securely erase, reload/reimage and prepare returned computers for redistribution and assignment to therapy staff.  

Maintain inventory database and work activity records; research product and contact vendors for availability and cost of supplies; prepare cost estimates and requisition materials and supplies.  

Purchase non-stock items and equipment requests as needed; reconcile procurement card purchases.  

Train staff on administrative procedures related to equipment, account setup, software installation and maintenance requirements and updates.  

Maintain records and files.  

Perform related duties as assigned.  

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a combination of technical or vocational training in electronic or electrical repair supplemented by satisfactory completion of coursework in computer applications and two years’ experience in woodworking and electronic or electrical and general repair experience including experience working with computer hardware and software installation, maintenance and troubleshooting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver’s license and availability of a personal vehicle and assigned district/department vehicle to transport furniture, lifts, wheelchairs and specialized equipment and computers (mileage expense allowance provided for use of personal vehicle).  

Personality and character traits suitable for working with severely physically handicapped students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.  

Materials and equipment used in woodworking, electronic assembly design, installation and repair, and metal shop activities.  

Computers and hardware and software systems applications.  

Interpersonal skills using tact, patience and courtesy.
Oral and written English communication skills.

ABILITY TO:
Design and construct a variety of electronic switches and wooden adaptive and other specialized equipment for severely handicapped children.
Use hand tools, power tools, electronic meters, and welding tools.
Apply paint and other finishing materials.
Install, configure and maintain computer hardware and software systems applications.
Troubleshoot electrical, network, software and hardware issues.
Perform research and prepare cost estimates.
Communicate effectively, orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain inventory and activity records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor settings.

PHYSICAL REQUIREMENTS:
Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate a tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

DISTINGUISHING CHARACTERISTICS:
The job class of Special Education Adaptive Equipment and Technology Specialist is responsible for the design, construction and repair of adaptive equipment including sensory rooms used in special education to support severely handicapped students. In addition, this role also provides computer support services to occupational and physical therapy staff assigned to school sites across the district.

The job class of Special Education Adaptive Equipment Specialist II is responsible for the design construction, and repair of adaptive equipment for severely physically handicapped students at a school site, however, the work does not include providing computer support services for therapy staff nor does it perform higher level duties related to the installation and/or removal of specialized equipment in sensory rooms.

The job class of Special Education Adaptive Equipment Specialist I is responsible for adapting, modifying, constructing, customizing and repairing equipment and materials used by physically handicapped students at various school sites. This is the entry level positon in the job class series.