

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Special Education Adaptive Equipment Specialist I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OSS
REVISED:	December 12, 2003		

BASIC FUNCTION:

Adapt, modify, construct, customize, and repair equipment and materials used by physically handicapped pupils at various school sites.

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 Specialists and classroom teachers. **E**

Make recommendations on modifying or fabricating new items. **E**

Draw patterns; position and measure children for proper alignment and fit. **E**

Contact vendors regarding availability and cost of supplies and materials. **E**

Make cost estimates of work projects. **E**

Requisition materials and supplies and purchase non-stock items as needed. **E**

Use precut foam or cut and glue pieces together, sew and construct items. **E**

Clean, repair, and modify existing or new equipment and feeding utensils. **E**

Make a variety of items including posture vests, positioning wedges, and positioning straps. **E**

Attach safety straps to items as necessary. **E**

Use supplies such as vinyl, foam-fabric, glue, plastic coatings, velcro, and nylon webbing. **E**

Use equipment such as hot air blower, glue gun, staple gun, steam iron, heavy-duty sewing machine and serger, and hand tools. **E**

Cut, heat, and mold plastic to modify or create splints, etc. **E**

Pad and make covers for touch-sensitive switches. **E**

Maintain work activity records. **E**

May type requisitions and input inventory records and other information into microcomputer. **E**

Maintain storage area for supplies and equipment. **E**

Drive a vehicle to off-site locations. **E**

Review commercial catalogs of special education equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of experience designing and drawing patterns, using a sewing machine, and modifying and repairing equipment and materials using natural or synthetic fibers.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license; availability of private transportation (mileage expense allowance provided); Personality and character traits suitable for working with severely physically handicapped pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Use machinery, tools, fabric, and supplies for constructing, adapting, and sewing equipment, materials, and utensils used by physically handicapped children.
Develop patterns for items.
Estimate material costs.
Maintain inventory and work activity records.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
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.

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