

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Special Education Adaptive Equipment Specialist II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OSS
REVISED:	March 31, 2003		

BASIC FUNCTION:

Design, construct, and repair special education adaptive equipment for severely physically handicapped pupils at a school site.

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

Prepare working plans and builds, modifies, 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**

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

Inspect furniture and equipment to determine need for repair or refinishing. **E**

Make minor repairs to small appliances, light fixtures, electrical cords, record and cassette players, and projectors. **E**

Make emergency repairs to wheelchairs. **E**

Replace missing parts. **E**

Weld, sand and apply finishes to equipment as needed. **E**

Use power tools, hand tools, electronic testing devices, welding and painting equipment. **E**

Clean, oil, and make minor repairs to tools. **E**

Make cost estimates and requisition materials and supplies. **E**

Contact vendors concerning availability and cost of supplies. **E**

Purchase non-stock items as needed. **E**

Maintain inventory and work activity records. **E**

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 and one year of woodworking and electronic or electrical and general repair experience.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Use hand tools, power tools, electronic meters, and welding tools.

Design and construct a variety of electronic switches and wooden adaptive equipment for severely handicapped children.

Apply paint and other finishing materials

Estimate material costs.

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.

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.

Issued 7/88

Revised 3.29.04—PeopleSoft

Job Code 8309

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