

ADAPTIVE EQUIPMENT TECHNICIAN

Definition:

Under limited supervision, makes, repairs or modifies equipment used in the Special Education, Adult Education, and SELPA programs; may also do demonstrations for teaching staff on use of equipment and performs related duties as assigned.

Distinguishing Characteristics:

This is a journey level position, which works at the Adaptive Technology Center. This position is distinguished from the Audio-Visual Technician and does not make complex repairs on electronic equipment such as televisions, tape recorders, computers, or other audio-visual equipment. This position is distinguished from the SCOE IT Technician in that an in-depth knowledge of the networks is not required. The ATC Technician makes repairs to computers (desktops and laptops) and devices. Modifications and fabrication of equipment are performed by only the Adaptive Equipment Technician.

Supervision Exercised and Received:

Receives supervision from the Adaptive Technology Center Manager.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Consults with specialized staff about student needs and equipment to meet the Individual Educational Programs (IEPs) of students;
- Adapts equipment to be controlled by switches and other easily operated devices for students with disabilities, including making switches and switch mounts with concealed wires which may be operated by a variety of parts of the body and with varying pressure;
- Fabricates and adapts equipment to meet a variety of specialized needs, including battery discharge boards, multidirectional joy sticks, speech synthesizers, etc.;
- Designs adapter boxes and voltage modifications to operate educational equipment;
- Fabricates electrical equipment for operating more than one piece of equipment simultaneously or in sequence, depending on the needs of the student and/or program.
- Adapts and fabricates accessories to the ACTS computer system to allow teacher to monitor student progress and to allow mobility of the system so that students may work with the system at various locations in the classroom;
- Fabricates classroom equipment using wood, plastic, and other materials, including equipment such as many slotted trays, plastic key guards, communication boards, switch mounts, etc.;
- Repairs adaptive equipment both purchased from suppliers and fabricated or adapted at the Adaptive Technology Center, such as treadmills, stationary bicycles, switches, electronic equipment, computer systems and accessories;
- Communicates with suppliers and manufacturers on the return of defective equipment and on complex repairs which cannot be performed by County Office staff;
- Performs maintenance on many kinds of equipment, including a variety of batteries and AC adapters;
- Purchases a variety of electronic hardware and other supplies necessary to perform all of the above duties;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Basic instructional techniques appropriate to a special education setting;
- Basic tools and test equipment used in the fabrication, adaptation and repair of educational equipment;
- Basic maintenance of educational equipment;
- Basic office methods, practices and procedures;
- Standard English usage and mathematics;
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources;
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques, and procedures required for effective job performance;
- Follow oral and written directions;
- Perform skilled fabrication, adaptation, and repair of educational equipment;
- Safely operate many kinds of tools and equipment used in the repair, fabrication, and adaptation of educational equipment, such as soldering irons, voltmeter, variable D.C. power supply, battery checker, table saw, drill press, grinder, plastic bender, jigsaw, power drill, and a variety of hand tools;
- Read and interpret schematic diagrams for basic electronic circuitry, educational equipment, switches, and similar kinds of equipment.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Minimum of one (1) year of training in electronics theory and application at a college or equivalent level.

Experience:

- One (1) year of increasingly responsible experience in fabricating, adapting, and/or repairing electronic and/or educational equipment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty-five (25) pounds on an occasional basis and in excess of twenty-five (25) pounds with assistance.
- Must have normal (20/20) vision, corrected or uncorrected.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.