

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: ALTERNATE INSTRUCTIONAL MEDIA TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director of Special Services, facilitate and enhance student scholastic achievement through the installation, training and technical support of alternate instructional technology; assist students who require alternate technology to achieve educational goals; provide in classroom and home training in the use of a particular alternate technology device; provide technical assistance, training and follow-up to students requiring alternate devices; provide technical assistance, training and follow-up to school personnel, family members and care givers as needed; serve as front-line and backup support for students who use alternate technology devices and/or systems; remain on-call to answer questions about the alternate technology devices or system as they are being utilized.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Facilitate and enhance student scholastic achievement through the installation, training and technical support of alternate instructional technology; set up hardware, software and adaptive peripherals in classrooms, homes and other learning environments.

Install hardware, software and peripherals the classroom, homes or other environment to optimize the student's use of an alternate technology device or system.

Maintain alternate technology operations and related network applications; install and update software and hardware components and specialized equipment.

Provide assistance to Assistive Technology Specialists related to the coordination, installation, configuration and delivery of instructional technology; research solutions and communicate results to Assistive Technology Specialists; provide device-specific technology training at District sites and in homes.

Take various measurements to assure accessibility and proper operation of components and software.

Fit, mount and/or position the alternate technology device or system to the student, including initial customization, adjustments and/or modifications; set up and operate various visual aids, computers and other teaching aids.

Assist students operate adapted equipment and programmed materials; orient and monitor students in the use of computers and related peripheral devices; remain current concerning instructional adapted computer hardware and software.

Order and distribute supplies, hardware, software and materials; contact vendors for competitive prices and recommend purchase; maintain accurate inventory of supplies, materials and equipment; issue and receive instructional materials for assignments.

Troubleshoot hardware or software as necessary; perform minor repair to equipment; notify the Director when equipment must be sent out for repair.

Serve as a resource to students and staff related to alternate computer technology operation, configuration and maintenance; update student caseloads and equipment databases related to alternate technology.

Provide technical support to staff; train staff on the use of adapted computer equipment; drive a vehicle to repair and install equipment at District sites as necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and procedures of operating electronic computers and peripheral equipment related to adapted computer equipment for students with disabilities.

Subject matter of assigned area of learning.

Instructional materials and training techniques.

Basic reference materials and effective study techniques.

Basic principles of computer technology.

Technical aspects of field of specialty.

Use, operation, installation, adjustment and repair of educational computer systems, equipment and software.

General purposes and goals of public education and education of students with special needs.

Basic arithmetic principles.

English usage, spelling, grammar and punctuation.

Routine record-keeping principles and practices.

Modern office practices, procedures and equipment.

Proper methods of storing equipment, materials and supplies.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of technical support duties involved in the maintenance of adapted computer equipment and peripherals for students with disabilities.

Set up, design and operate assigned alternate technology and related departmental equipment.

Maintain and install adapted computer equipment and software for students with disabilities.

Schedule and maintain supplies and equipment used for instructional purposes.

Read, understand, interpret and apply department rules, policies and materials relating to assigned field.

Provide assistance and information to students on the availability and uses of instructional materials and equipment.

Demonstrate skill in use of high/low alternate technology devices for students with disabilities.

Demonstrate a command of relevant instructional and technical knowledge for use in student training.

Establish and maintain cooperative working relationships with students, teachers, parents and

caregivers.  
Make simple arithmetical calculations.  
Maintain routine records.  
Drive a vehicle to conduct work.  
Demonstrate good organizational needs.  
Read, write and understand the English language.  
Understand and follow oral and written instructions.  
Communicate effectively, both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years progressively responsible experience with instructional computer hardware, software and peripheral equipment, devices or systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Laboratory or classroom environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and alternate technology devices.  
Hearing and speaking to exchange information.  
Seeing to view a computer monitor and read a variety of materials.  
Sitting for extended periods of time.  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position  
Bending at the waist, kneeling or crouching.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*