

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00190	Pay Grade:	8
JD Title:	Assistive Technologist	JD FTE Hours:	35
Job Family:	Student Services		

General Description

Responsible for assessing the individual needs of students with disabilities and making the appropriate recommendation of assistive technology devices, hardware and software to best assist the students in meeting their academic goals. Provides information and responds to requests from internal and external sources for detailed information regarding technology.

Representative Duties & Responsibilities

- Determine the adaptive technology needs of students with disabilities and recommend assistive technologies that best suit their needs.
- Provide individual and group training in the use of available technologies and the integration of technology.
- Provide advice and assistance to students regarding the funding and acquisition of assistive technologies.
- Calculate the allocation of funds for students applying for bursaries.
- Monitor and observe device trials and lab equipment usage.
- Consult with other departments and faculties within the University as well as various sectors outside of the University community with regard to accessible technology.
- Analyze and evaluate new technologies for purchase and implementation.
- Troubleshoot and resolve technical issues with standard and non-standard, specialized equipment.
- Remain current with government legislation, funding, and initiatives as it pertains to persons with disabilities.
- Write case notes, follow progress, and determine the impact a technology and its use has upon disability and academic progress.
- Implement plans for the use of assistive technology to enhance student's academic achievement.
- Develop and maintain training manuals, practices, protocols and staff resources.
- Develop and update assessment tools and processes used to measure the effectiveness of assistive technologies.
- Facilitate meetings and deliver presentations to other educational institutions, partners and stakeholders.
- Purchase equipment and obtain cost estimates for resources.
- Install and maintain assistive and adaptive technology.
- Provide information to the department and University as it pertains to trends in the accessibility of internet and social media technologies, and software tools.
- Approve and oversee the development of departmental promotional material for distribution in print and online.
- Plan and coordinate a variety of events and activities.
- Remain current on changing access technology for the benefit of students with disabilities, the department, and the University.
- Provide education, information and direct assistance to departmental staff on the types and use of accessible technologies
- Ensure departmental programs are made accessible to students with disabilities via assistive technology.
- Approve all marketing and promotion material for distribution as it pertains to student accessibility services within the University.
- Provide assistance with the conversion of material and information to alternate formats.

Supervision

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

Qualifications

- Bachelor's degree in Computer Science, or related field of study.
- Requires 2 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding for producing a variety of documents including forms, reports, and correspondence.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Word processing routine documents such as correspondence, forms, and reports.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Determining the adaptive needs of students with disabilities and recommending assistive technologies that best suit their needs.
 - Providing individual and group training in the use of available technologies and the integration of technology.
 - Providing advice and assistance to students regarding the funding and acquisition of assistive technologies.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Troubleshooting and resolving technical issues with standard and non-standard, specialized equipment.
 - Facilitating meetings with project participants, partners and stakeholders, other departments, faculties and outside groups.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally required to deal with multiple and simultaneous deadlines
- Frequently deals with emotionally charged situations that require listening, assistance, or support.

Health & Safety:

- There are minimal health and safety risks inherent in the job.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00190	Pay Grade:	8
JD Title:	Assistive Technologist	Total Points:	525
Job Family:	Student Services		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.5	94
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	E2	96
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.5	55
	10. Responsibility for Others	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5