



ASSISTIVE TECHNOLOGY SPECIALIST

General Summary

Positions in this job are assigned responsibilities for performing assistive technology services, including assistive technology services related to the vocational rehabilitation and independent living programs, for individuals who are blind or have low vision.

Assistive Technology Specialist

Jobcode: I3023

Pay Band: 65

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the full performance Assistive Technology Specialist capable of training blind or visually impaired consumers to use alternative techniques that incorporate non-visual or low-vision

Minimum Qualifications

Associates degree and 2 years of professional experience in assistive technology related to blindness or low vision. Experience in this job classification or related classification may substitute for the required education on a year for year basis.

Essential Duties and Responsibilities*

- Makes assessments of assistive technology related to employment, education, independent living and mobility; including recommendations for specific devices, training, configurations and appropriate vendors. This technology includes computers, Braille devices, screen readers, video magnifiers, low vision devices, mobility devices, digital recorders, communication devices, internet access, and classroom access.
- Delivers assistive technology devices, provides training, trouble shoots problems and conducts follow-up assessment for any additional needed assistive technology.
- Provides training and information to advocate for the use of assistive technology; serves as a representative, subject matter expert and consultant concerning the use of assistive technology.

Assistive Technology Specialist Supervisor

Jobcode: I3023S

Pay Band: 70

FLSA Status: Exempt

Distinguishing Characteristics

Performing as a working supervisor, devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees.**

Minimum Qualifications

Bachelor's degree and 2 years of professional experience in assistive technology related to blindness or low vision. Experience in this job classification or related classification may substitute for the required education on a year for year basis.

ASSISTIVE TECHNOLOGY SPECIALIST

Essential Duties and Responsibilities*

In addition to the duties of the Assistive Technology Specialist, this position includes the following supervisory tasks and duties:

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
 - Conducts training of personnel; may interview and recommend selection of applicants.
 - Takes the lead in special projects, pilot projects, and special duties related to agency policies and procedures, and is the primary staff involved in developing and presenting assistive technology training to staff.
 - Performs the most advanced assistive technology work in the agency or functions as a project leader.
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Bargaining Unit: Assistive Technology Specialist: N/A
Supervisor: Not Represented

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Working Conditions: Work is generally performed in an office setting, though work requires frequent visits to client homes, secondary and post-secondary schools, and employer locations; regular exposure to Visual/Video Display Terminal (VDT), personal computers, printers, scanners, video magnifiers, and Braille displays/embossers; and requires extensive telephone usage. Duties require lifting of typical computer hardware, as well as walking, standing, sitting, bending, and crawling. Regularly works with individuals with secondary disabilities, some of which resulting in challenging behaviors. Occasionally exposed to service animals.

Established: 03/26/2015

Revised: 03/26/2015

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*