THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTIVE TECHNOLOGY SPECIALIST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3205

UW Job Family: 3C – Instructional/Educational Service

SOC Code: 21-1099

FLSA: Exempt

Pay Grade: 22

Date: 6-12-14 (revised 2-26-18)

JOB PURPOSE:

Under very limited supervision, develop, coordinate and implement multiple activities and programs for WIND Assistive Technology Resources (WATR), including supervision of program components, program marketing and the development of assistive technology training for educators throughout Wyoming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, coordinate and implement complex projects designated for the development of WIND Assistive Technology Resources (WATR) and related assistive technology programs that include events, conferences, training, and workshops.
- Develop specific goals for development and implementation which may include joint projects with other Wyoming agencies and partners.
- Deliver, both in-person and via distance technology, and evaluate assistive technology professional development training.
- Coordinate, implement, and evaluate a program of statewide assistive technology assessments.
- Assist in the implementation of programmatic and administrative policies and procedures.
- Represent the University of Wyoming, WIND and assistive technology programs at trade shows, meetings, and conferences.
- Identify appropriate accommodations as indicated by approved documentation; consult with other University offices.

SUPPLEMENTAL FUNCTIONS:

- May provide guidance or supervision of Assistive Technology support staff.
- Perform other special projects and duties, as assigned.
- Serve on committees and represent the unit at various meetings and events.
- Recommend and participate in the development of policies and procedures.

COMPETENCIES:

- Independence
- Technical/Professional Knowledge
- Collaboration
- Meeting Membership
- Developing Organizational Talent
- Strategic Planning

MINIMUM QUALIFICATIONS:

Education & Experience: **Bachelor's degree in a related field and 5 years of progressively responsible work-related experience.**

- Master's degree and 2 years of progressively responsible work-related experience is preferred.

Required licensure, certification, registration or other requirements:

- Assistive Technology Professional Certification (RESNA Certified) or ability to earn certification within one year of employment.
- Valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Assistive Technology and Augmentative/Alternative Communication (AT/AAC) devices, computers and computer systems, hardware, peripherals and specialized software.
- Current federal & state disability law (Section 504 and 508 of the Rehabilitation Act) Title II of the American Disabilities Act (ADA) and Amendments Act (ADAAA), as they apply to programs and activities.
- Current laws regarding media accessibility, current delivery media formats, alternative text programs, captioning programs, and assistive technology options.
- Applicable University, federal and state rules and regulations.
- Project planning, leadership, and supervision theory, methods and practices.
- Assessment and data analysis techniques, methods and practices.
- University and community outreach entities and support organizations.
- Special events planning methods and techniques.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Outreach program initiatives and goal-setting techniques.
- Project development, administration, and assessment.
- Data collection for reports, statistical and market analysis.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Assess program needs/outcomes and develop new or enhance existing programs to meet division, department, funding agency, and University goals and objectives.
- Develop, coordinate and manage WATR and associated projects, events and training.
- Integrate assistive technology with other technology applications and programs, operating systems, and computer technologies in varied environments.
- Stay current in regards to laws, trends and initiatives relating to individuals with disabilities and assistive technology.
- Understand, interpret and implement Federal, State and University policies and procedures.
- Organize and promote special events for the WATR Program.
- Provide excellent customer service that consistently meets or exceeds the needs of students, colleagues, and the public.
- Access, establish and maintain a network of community agencies for resources and referral purposes to support individuals with disabilities.
- Communicate effectively and diplomatically, both orally and in written format.
- Resolve confrontations, disagreements and complaints in a constructive manner.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Routine office working conditions. Regular in-state and out-of-state travel to special events; exposed to regular repetitive hand movement for computer usage.

DISTINGUISHING FEATURES:

Assistive Technology Program Associate: Functions under general supervision to provide project assistance for WIND Assistive Technology Resources (WATR) program to support individuals, families and professionals in the use of Assistive Technology. Typically has limited authority for independent judgment and decision-making.

Assistive Technology Program Specialist: Functions under limited supervision to coordinate specific activities, outreach, presentations and training for WIND Assistive Technology Resources (WATR) Assistive Technology lab. Assists with program goals and objectives, as directed.

Assistive Technology Program Specialist, Senior: Functions under very limited supervision to develop and implement multiple activities and programs for WIND Assistive Technology Resources (WATR) program, including supervision of program components, program marketing and the development of assistive technology training for educators throughout Wyoming.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.