



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>SPECIAL ED ADAPTIVE EQUIPMENT TECHNICIAN</u>			
DEPARTMENT/SITE:	School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	16 per 2021/2022 Schedule
		WORK YEAR:	12 Months (240 Days)
REPORTS TO:	Special Education Coordinator	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the **Special Education Area Coordinator**, perform a variety of activities involved in the construction, fabrication, modification, maintenance, and repair of adaptive equipment and devices for identified students with special needs. The incumbents in this classification assist in providing adaptive equipment to students with a disability that directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of activities involved in the construction, fabrication, modification, maintenance, and repair of adaptive equipment and devices for identified students with special needs; receive, review, and respond to requests for new or modified equipment and devices.

Construct, modify, adapt and repair a variety of orthopedic, adaptive, and typical equipment used such as chairs, footstools, supports, trays, gait belts, straps, wedges, harnesses, and desk easels, and various seating and positioning devices.

Meet and confer with therapists, teachers, parents, students, and others regarding adaptive equipment needs and issues; collaborate with others in identifying equipment needs and developing project specifications; perform projects to meet the therapeutic needs of identified students.

Provide technical assistance to staff, faculty, therapists, and others regarding the construction, maintenance, and modification of adaptive equipment; explain related practices, procedures, materials, tools, techniques, and procedures.

Construct, duplicate and modify adaptive equipment; design and install supports and inserts for classroom chairs, wheelchairs, travel chairs, floor sitters, and other equipment to meet therapeutic needs and specifications; upholster equipment and devices as needed.

Utilize various materials in the construction and fabrication of equipment and devices such as wood, foam, fabric, metal, plastic, vinyl, leather, and tri-wall; take and record individual student measurements to determine appropriate parameters for equipment, materials, and devices; follow protocols for storage and disposal of hazardous materials.

Inspect equipment and devices to determine repair needs; replace or repair various parts and components

as needed; design and sew supports, straps, and vests for the body, head, arms, and feet according to therapist specifications.

Monitor inventory levels of supplies, tools, and equipment used for assigned construction, fabrication, and maintenance functions; order, receive, and maintain adequate inventory levels of supplies, tools, and equipment.

Plan, organize, and prioritize assigned tasks; interpret plans, diagrams, sketches, technical manuals, and specifications; estimate time, material, and equipment needs for projects; procure supplies as needed, following district protocols for invoices and reimbursements; measure, plot, and draw construction patterns or plans for chairs and other equipment.

Operate and maintain a variety of equipment such as saws, sanders, drills, power staplers, presses, grinders, sewing machines, heat guns, and various hand and power tools; arrange for equipment maintenance and repairs as needed.

Compile information and maintain various records related to projects, supplies, and assigned activities.

Drive a vehicle to travel between school sites, pick up supplies, and make home visits to deliver completed projects.

Maintain workshop and assigned area in a neat, clean, and orderly condition.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General methods, procedures, equipment, and materials used in the construction, fabrication, modification, maintenance, and repair of adaptive equipment and devices.

General use and application of adaptive and orthopedic equipment for students with disabilities.

Building design for structural safety.

Operation of a wide variety of hand and power tools and equipment. Proper methods of storing equipment, materials, and supplies.

Concerns of students with special needs and their parents.

Interpersonal skills including tact, patience, and courtesy.

Oral and written communication skills.

Health and safety regulations.

Record-keeping techniques.

ABILITY TO:

Perform a variety of activities involved in the construction, fabrication, modification, maintenance, and repair of adaptive equipment and devices for identified students with special needs.

Collaborate with others in identifying equipment needs and developing project specifications.

Construct, duplicate and modify commercial orthopedic equipment.

Provide technical assistance to staff, faculty, therapists, and others regarding the construction, maintenance, and modification of adaptive equipment.

Utilize various materials in the construction and fabrication of equipment and devices such as wood, foam, fabric, metal, plastic, vinyl, leather, and tri-wall.

Safely operate a variety of hand and power tools and equipment.

Plan and prioritize assigned projects and activities.

Read and work from plans, sketches, specifications, and diagrams.
Observe health and safety regulations and procedures.
Communicate effectively both orally and in writing.
Estimate material, equipment, and supply needs.
Meet schedules and timelines.
Understand and follow oral and written instructions.
Work independently with little direction.
Maintain various records related to work performed.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of experience in woodworking, sewing, general repair, fabrication, or a related area including some work with adaptive equipment preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR), Automated External Defibrillator (AED), and First Aid Card is required. Maintain up-to-date certificates in CPR, first aid, and AED.

Valid California driver's license. Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.
Driving a personal vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate various equipment and tools.
Hearing and speaking to exchange information.
Seeing to read and perform construction-related functions.
Lifting, carrying, pushing, or pulling heavy objects as assigned by the position.
Reaching overhead, above the shoulders, and horizontally.
Bending at the waist, kneeling, or crouching.
Sitting or standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.
Power saws and grinders and flying debris or nails.
Required use of safety protection for face/eyes, hearing, and breathing.
Chemical fumes and hazardous waste.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 3/95 Rev. 10/99, Reallocated from Range 01/1/21,
Retitled and Revised PC 03/21
10/21 Revised/reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022