

William S. Hart Union High School District

Position Description

Position: Assistive Technology Specialist	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, October 12, 2011 Revised <u>August 14, 2013</u>	Salary Range: 210

Summary

Under the direction of an assigned supervisor or supervising team (involving an occupational therapist, teacher and/or speech therapist), the Assistive Technology Specialist provides direct and indirect services to students who have been identified by the supervising specialists as needing to use personal computers, specialized software, augmentative communication, or other assistive devices to access their curriculum and progress towards becoming independent. Direct services performed by the Assistive Technology Specialist for students include familiarizing and training students and their classroom staff in how to use assistive technology devices and ongoing support in continued use of assistive devices. Indirect services to be performed by the Assistive Technology Specialist include collaboration in decision making with the supervising therapist(s) and/or teacher(s) of the Assistive Technology Team.

Distinguishing Career Features

The Assistive Technology Specialist serves as a technical resource to the Assistive Technology team, training staff, students and families on the use of assistive devices, collaborating with the Assistive Technology Team, and maintaining knowledge of available materials and equipment.

Essential Duties and Responsibilities

- Administers formal and/or informal assistive technology assessments of students with high incidence disabilities.
- Collaborates in decision making with the supervising therapist(s) and/or teacher(s) of the Assistive Technology Team. Attends Individualized Education Program (IEP) meetings as necessary.
- Prepares assessment reports used for presentation to the IEP team.
- Recommends appropriate assistive technology, hardware and/or specialized software based on evaluation of students' needs.
- Trains staff, students and family on the use of assistive devices.
- Uses instructional techniques to assist students with special needs to access all facets of the curriculum.
- Provides assistive technology team staff with clerical and other supportive assistance.
- Prepares materials, schedules and folders for students; keeps records and completes forms.
- Assists teacher(s) in supervision of student activities in classroom and other learning environments and during emergency drills; contacts parents at instructor's request regarding student's progress or needs; confers with teachers and staff regarding student problems and progress; plans and schedules activities.

- Attends/assists with staff in-service and training meetings.
- Operates and maintains a variety of equipment including but not limited to personal computers, specialized software, printers, scanners, specialized communication devices, laminating machines and copy machines.
- Sets-up, troubleshoots, and may make minor repairs to assistive devices.
- Maintains, previews, orders, prepares and stores materials and equipment used in assistive technology services and demonstrations.
- Visits vendors' facilities/conferences/continuing education opportunities to view materials and equipment, learn about updates and changes or to obtain service or repairs.
- Collaborates with school staff and technology department regarding the installation, licensing and maintenance of assistive technology used at each school site.
- May assist designated students with note taking or organizing materials.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Current technology, usage and functions of assistive technology devices, computers and computer systems, hardware, peripherals and specialized software.
- Child growth and development.
- Educational and developmental needs and behaviors of students with special needs.
- Principles of supervision and motivation used with students with special needs.
- General goals and objectives of the special education program.
- English grammar, syntax, spelling and punctuation.
- Basic math, record keeping, use of basic office equipment.
- Technical knowledge of IBM-compatible computers and specialized communication devices.
- Internet function and access, including downloading available resources, standard database programs.
- Classroom procedures.

Abilities

- Establish rapport with student age group to which assigned.
- Understand and appropriately respond to the needs of special education students.
- Communicate effectively in writing and orally to make presentations.
- Establish and maintain effective relations with co-workers and others.
- Understand and follow oral and written instructions.
- Adapt quickly to changing situations.
- Describe application of assistive technology materials and equipment to users with minimum technical background sufficient to enable users to work independently.
- Screen students to identify need for assistive devices.
- Manage work time and comply with work schedules.
- Obtain and convey information by phone between vendors, assistive materials and equipment technicians and staff.
- Compile data and maintain accurate records.
- Recognize scope of authority and use good judgment in exercising initiative.

Physical Abilities

- Bend, stoop, kneel, otherwise move limberly and/or lift and hold equipment (up to 50 lbs.) to set up, reconfigure and/or re-locate/transport assistive technology devices for students.
- Dexterity of hands and fingers to operate a computer keyboard, alternative communication devices, assistive devices and/or durable medical equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.

Education and Experience

Associates degree plus one year of experience working with students in general or special education and one year of experience with technology such as computers, software, alternative communication devices, assistive devices and/or durable medical equipment.

Licenses and Certificates

Valid California Driver's License. Certification from the Rehabilitation Engineering and Assistive Technology Society of North America and Assistive Technology Provider (RESNA/ATP) or a district-approved certificate in assistive technology applications.

Working Conditions

Work is performed indoors and outdoors with some, yet infrequent, exposure to health and safety considerations. The position is subject to driving between sites.