
Job Title:	Assistive Technology Specialist	Exemption Status/Test:	Exempt/Professional
Reports to:	Director of Special Education Services	Date Revised:	June 2023
Dept./School:	Special Education - Related Services Assigned Campus(es)	Pay Grade:	SS 3

Primary Purpose:

Provide assistive technology support for special education students in all grade levels according to Individuals with Disabilities Education Act (IDEA) requirements. Coordinate and oversee district-wide assistive technology program activities (training, technical assistance, evaluations, collaboration).

Qualifications:

Education/Certification:

Bachelor's Degree in special education or related field from an accredited university
Specialized training in communication disorders, augmentative communication or assistive technology
Master's degree in special education or related field preferred
Minimum 50 clock hours of specific training in assistive technology in lieu of advanced degree

Special Knowledge/Skills/Abilities:

Knowledge of assistive technology best practices and methodology
Knowledge of legal aspects of special education and educational assistive technology requirements according to IDEA and state law.
Excellent public relations, organization, communication, and interpersonal skills
Ability to work with students with pervasive developmental disabilities
Ability to interpret and implement Individualized Education Plans pertaining to assistive technology
Ability to instruct and manage student behavior
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience:

Minimum three years experience working with special education students in a school setting
Minimum three years experience in the use of assistive technology hardware/software

Major Responsibilities and Duties:

Instructional and Program Management

1. Participate in the identification and evaluation of students needing assistive technology.
2. Participate in providing appropriate assistive technology for identified students.
3. Engineer classrooms for assistive technology uses.
4. Provide on-going support and implementation of assistive technology (AT) equipment.
5. Work collaboratively with classroom teachers and other key school district personnel.

6. Attend IEP meetings or staffings to represent assistive technology.
7. Consult with the Instructional Technology Department to coordinate compatibility of software and equipment used on networked computers.

Administration and Budget

8. Compose reports based on formal and informal student observations.
9. Monitor and maintain assistive technology inventory records.
10. Development of yearly assistive technology budget.

Equipment

11. Make requests and track assistive technology purchases as necessary.
12. Research the cost of repair and replacements of assistive technology equipment.
13. Pick up damaged/malfunctioning equipment from schools and coordinate shipments to manufacturers.

Training and Staff Development

14. Provide training to staff on software, equipment, devices, and strategies for their use.

Other

15. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
16. Demonstrate superior customer service with district staff, students, and community stakeholders.
17. Follow district safety protocols and emergency procedures.
18. Follow all federal, state, and local procedures and meet established timelines.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards; may require districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____