



# Northwest Regional Education Service District

## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title:** Assistive Technology Specialist

**Department:** Special Student Services

**Location:** As Assigned

**Reports To:** Program Coordinator

**FLSA Status:** Non Exempt

**Bargaining Unit:** Licensed, NWEA

**Compensation:** Licensed Salary Schedule

**Work Days:** 192

Prepared Date: 1/2023

### **NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **GENERAL DESCRIPTION:**

This position provides assistive technology services to improve the functional capabilities of a child with a disability that includes a functional evaluation of the child or student, and the coordination or use of other therapies, interventions, or services associated with existing education and rehabilitation plans and programs. This position closely collaborates with the evaluation team to identify and assess students who may benefit from assistive technology, and provide equitable access to learning.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum of Bachelor's Degree from an accredited college
2. Minimum two years experience in AT preferred, working with children birth - 21 with varying degrees of disabilities
3. Assistive Technology Professional (ATP) certification through RESNA (Rehabilitation Engineering Assistive Technology Society of North America) (Assistive Technology Credential preferred; or equivalent professional experience
4. Current Oregon License as Occupational Therapy Practitioner, Physical Therapist, Speech Language Pathologist OR Licensed Special Education/General Education Teacher through Oregon Teachers Standards and Practices Commission, required.
5. A valid Driver's License

### **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Demonstrated proficiency with accessible educational materials and current technology that assists students in accessing and interacting with educational content and materials.

2. Coursework or continuing education in the area of assistive technology.
3. Knowledge of applicable laws governing assistive technology.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Participate in educational team evaluation processes to identify and assess students who may benefit from assistive technology supports focused on the areas of reading, writing, math, study/organization skills, and educational access.
- B. Support implementation and use of accessible educational materials and district technology resources.
- C. Coordinate or use other therapies, interventions, or services associated with existing education and rehabilitation plans and programs.
- D. Train the child and families how to use assistive devices.
- E. Produce written evaluation reports and documentation of services.
- F. Implement a data collection system to evaluate efficacy of practice and modify recommendations, as needed.
- G. Work collaboratively via a consultative model with educational teams and families to improve educational access and diminish the impact of sensory, physical, and cognitive disabilities.
- H. Stay current in assistive technology tools; share resources with educational teams to ensure the accessibility of content and materials.
- I. Participate in ongoing development and updates of agency resources, online trainings and website.
- J. Conduct workshops and trainings on assistive technology theory, law, devices, software and operations.
- K. Provide distance training and support; model using current digital and multimedia tools.
- L. Provide collaborative leadership within the agency and with other organizations in the area of assistive technology.
- M. May need to repair or replace assistive technology devices.

### **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations



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- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESA patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT:**

Work is generally performed in a standard office setting. Travel to various sites may be required.

### **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

### **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

## **Required Physical Demands of Essential Functions and Responsibilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be



made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

### **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.



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Education Service District