

## **ASSISTIVE TECHNOLOGIST SPECIAL EDUCATION**

### **Purpose Statement**

The job of Assistive Technologist Special Education was established for the purpose/s of assisting in assessment and recommendations on assistive technology in conjunction with professionals from various disciplines; providing technical support and training on specific technology equipment to students, families, staff and related providers; coordinating evaluation, acquisition, testing and installation of assistive devices and technology solutions; maintaining inventory records; and serving as a resource to school personnel requiring assistance with assistive technology topics.

This job reports to Special Education Director

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### **Essential Functions**

- Adapts specialized assistive devices to individual student needs (e.g. adjusting equipment, keyboards, communication devices, configuring software, etc.) for the purpose of enhancing the learning opportunities of special education students.
- Assesses as part of a team, students who may benefit from the use of assistive technology for the purpose of assisting in providing accommodations that enhance their academic success.
- Attends professional development activities as determined by the Natrona County School District for the purpose of conveying and/or receiving information related to performing functions of their job.
- Diagnoses computer software for the purpose of identifying basic problems with assistive technology programs and devices.
- Maintains documents, files and records (e.g. site license information, usage logs, inventory, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials (e.g. assistive devices, adaptive software, cameras, VCR, keyboards, etc.) for the purpose of ensuring items' availability to meet students needs.
- Prepares written materials (e.g. product evaluations, procedures, instructions, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides technical assistance and training to school staff and students for the purpose of ensuring their ability to use new and/or existing devices and collaborating with appropriate Instructional Technology and Assistive Technology staff.
- Repairs assistive devices, peripherals, and reinstalls software for the purpose of maintaining computers and related equipment in a safe and functional operating condition.
- Researches assistive devices, computer hardware and software applications, vendors, consultants, etc. for the purpose of being knowledgeable on trends and recommending acquisitions.
- Serves as a resource to students and staff for the purpose of providing the latest technology options, ensuring tasks are completed and/or providing task analyses processes.
- Trains staff (e.g. teachers, paraprofessionals), students, and family on use of assistive devices (e.g. in-services, workshops, individual sessions, etc.) for the purpose of ensuring proper use of new and/or existing devices.
- Transports a variety of items (e.g. devices, equipment, building supplies, etc.) for the purpose of providing materials in classroom or transporting equipment for repair and/or modification.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing diagnostic and application software; adhering to safety practices; planning and managing projects; preparing; maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation computer hardware and software including operating systems; and safety practices and procedures.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working as part of a team; displaying mechanical aptitude; and developing effective working relationships.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 65% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience within specialized field is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

Assistive Technology or Assistive Technology Practitioner License  
Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Maintain certification

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 67

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_