

# SCHOOL DISTRICT OF DESOTO COUNTY

## REGIONAL LOCAL ASSISTIVE TECHNOLOGY SERVICES SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teaching certificate in a core subject area and/or technology and/or Exceptional Student Education
- (3) Three (3) years of successful classroom teaching experience.
- (4) Health Department licensure as an Occupational Therapist or National Board Certification as an Occupational Therapist may substitute for valid Florida teaching certificate. (preferred)
- (5) Documented technical training or experience, supplemented by specialized computer courses or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may substitute for three years of classroom teaching experience.
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Capable of maintaining working knowledge of curriculum and the alignment of technology with the district's strategic goals. Experience in providing training for adults. Demonstrated ability to establish and maintain harmonious working relationships with teachers, administrators, and district staff. Evidence of leadership and organizational skills. Advanced working knowledge of assistive technology used in classrooms.

#### REPORTS TO:

Director of Exceptional Student Education

#### JOB GOAL

To assist all instructional and support staff in the effective use of assistive technology to improve classroom instruction for students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Provide classroom support to ensure implementation and follow through as needed for assistive technology.
- \* (2) Provide technical assistance regarding assistive technology and its implementation.
- \* (3) Select appropriate measurement tools, monitor progress, and assist in assessment of students for assistive technology needs.
- \* (4) Facilitate the use of existing and emerging technology for staff and students.
- \* (5) Perform other duties as assigned.

##### Employee Qualities/Responsibilities

- \* (6) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.

*Updated: April 23, 2024  
Effective Date: July 1, 2024*

## REGIONAL LOCAL ASSISTIVE TECHNOLOGY SERVICES SPECIALIST (Continued)

- \* (7) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- \* (8) Ensure adherence to good safety standards.
- \* (9) Maintain confidentiality regarding school/workplace matters.
- \* (10) Model and maintain high ethical standards.
- \* (11) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (12) Available to work a flexible schedule.

### **Inter/Intra-Agency Communication and Delivery**

- \* (13) Be knowledgeable about and implement the school district's assistive technology assessment procedures.
- \* (14) Be knowledgeable about federal and state regulations and policies related to the consideration and implementation of assistive technology in Florida schools.
- \* (15) Lead teams in understanding what the student needs relative to his or her abilities, educational goals, and environmental factors that relate to the selection and delivery of assistive technology devices and services.
- \* (16) Establish effective communications and operational procedures with each school district.
- \* (17) Maintain current knowledge of assistive technology software and hardware to determine appropriate technology for system trials.
- \* (18) Maintain accurate records and data to document student progress.
- \* (19) Maintain accurate records on program delivery.
- \* (20) Communicate regularly and file timely records to fiscal agent.
- \* (21) Exercise service orientation when working with others.
- \* (22) Use effective, positive interpersonal communication skills.
- \* (23) Respond to inquiries and concerns in a timely manner.
- \* (24) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (25) Exhibit interpersonal skills to work as an effective team member.
- \* (26) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (27) Demonstrate support for the represented school districts and its goals and priorities.
- \* (28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (29) Gather information documenting the effectiveness of the program, interpreting this information, and providing constructive input in evaluation of the program.
- \* (30) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

### **COMPENSATION:**

Compensation for this position is Pay Lane **ES, SS**

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REGIONAL LOCAL ASSISTIVE TECHNOLOGY SERVICES SPECIALIST (Continued)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.