ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Title:	Assistive Technology Specialist	Reports To:	Director of Technology or designee	
Department:	Technology	Bargaining Unit:	☐ CSEA 860 ☒ CSEA 27 ☐ AEA	☐ Management ☐ Confidential ☐ Unrepresented
Hours:	8 hours	No. of Work Days:	261	
FLSA Classification:	☐ Exempt ☒ Non Exempt	Type:	☐ Reclassification ☒ Update of job description ☐ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☐ Confidential		☐ Licensed ☐ Unrepresented ☒ CSEA 27 - Range 37 ☐ CSEA 860	

DEFINITION

Under general supervision, provides support services to students with special needs, including evaluation, collaboration with Special Education teams, and acquisition of assistive technology equipment and/or software; provides individual instructional support to students, teachers, and parents/guardians using assistive technology to ensure general curriculum is accessible for students with special needs; observes, monitors, and records student performance; performs a variety of technical tasks that support other technology operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Director of Technology or designee.

ESSENTIAL FUNCTIONS

- Observes, monitors, and documents student performance and learning styles; evaluates student's assistive technology needs and progress; collaborates with teachers and special education specialists in regard to student specific recommendations; attends Individualized Education Plan (IEP) meetings and in collaboration with case manager, provides input into goal development.
- Supports students and staff with use of assistive technology by providing training on use of specialized equipment and software, troubleshooting technical difficulties, and customizing equipment and software for student access and use.
- Perform simple installations and configurations for a variety of computer hardware, software, and peripherals.
- Perform simple hardware and software troubleshooting, diagnostics, maintenance, cleaning and repairing technology devices.
- Installs and software and hardware; ensures maintenance of student equipment; develops and presents short tutorials to and user documentation for students and faculty.
- Reviews student files and writing samples; designs writing templates; creates and designs overlays for adaptive keyboards.
- Provides lists and resources of appropriate software for students use at home and to their families.

- Collaborates with teachers on developing and implementing strategies for integrating assistive technology in the classroom.
- Collects assistive technology equipment and software and distributes to students/classrooms; maintains inventory.
- Utilizes principles of differentiated learning to ensure equal access to curriculum for students with special needs.
- Prepares, organizes, and maintains student records and files.
- Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.
- Stays abreast of current trends and developments in the field of assistive technology equipment, software, and programs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of differentiated learning.
- Principles, practices, and service delivery needs related to the development and implementation of assistive technology support programs, including specialized equipment and software.
- Applications and functions of computer hardware, software, and peripheral devices.
- Methods and practices of child guidance and instruction, especially as they relate to special education students.
- Principles and practices of data collection and report preparation.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Effective practices in dealing with parents/guardians, students, and District staff.

Ability to:

- Implement assistive technology support programs for students with special needs, including specialized equipment and software.
- Create a positive learning environment.
- Recognize individual student learning needs and adapt assistive technology equipment and software to facilitate learning.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and District policies, procedures, and regulations.
- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
- Respond to and effectively prioritize workload.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, and meet deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicate with diverse groups; foster positive relationships; maintain confidentiality; work as part of a team;

- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High School Diploma or equivalent to the completion of the twelfth (12^{th}) grade;
- Two (2) years of instructional support experience; OR
- Specialized training in assistive technology or a related field;
- Completion of 2 years of college-level coursework preferred.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment.
- Possession of Assistive Technology Applications Certificate.

PHYSICAL REQUIREMENTS:
Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**F**		Lift/carry 0-10 lbs	**F**
Twist	**F**		Lift/carry 11-25 lbs	**I**
Squat	**F**		Lift/carry 26-40 lbs	**O**
Kneel	**F**		Lift/carry 41-100 lbs	**N**
Climb	**F**		Stand	**F**
Reach above shoulder	**O**		Walk	**F**
Grip/Grasp	**I**		Sit	**F**
Extend/Flex Neck	**O**		Drive	**O**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**O**		Keyboarding/Mouse Work	**I**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, parents/guardians, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.