ASSISTIVE TECHNOLOGY TECHNICIAN

Purpose Statement:
Under the direction of the Executive Director of Student Services, the Assistive Technology Technician provides assistive technology (AT) services to students with disabilities in order that they may access and benefit from their program of education. Works with Vision Specialist, Speech and Language Pathologist, Occupational Therapists and Special Education Teachers in the process of identification of Assistive Technology devices, supports, and services to allow students with disabilities to access and benefit from their program of education.

Essential Functions

- Collaborate in the assessment of students and supports recommendations regarding the selection, modification and implementation of AT devices and services to allow students to access and benefit from their program of specialized instruction.
- Under general supervision, train students on the use of assistive technologies compatible with their accessibility needs; work with students and staff to adapt course work and help facilitate accessible content requirements; ensure accessibility equipment are properly maintained and; and perform related duties as assigned.
- Provide information to students with disabilities on the various types of assistive technologies available to meet their needs, ranging from large-print materials, digital media, character recognition and text-to-speech software, Braille and tactile materials to specialized adaptive equipment; work with students to evaluate compatibility with their accessibility needs, consistent with the baseline accommodation recommendations made by their counselors; seek combined approaches that will convey information in the best possible manner
- Adapts classroom work/homework/assessment instruments (e.g. oral dictation, large print materials, etc.) under the guidance of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Assists teachers (e.g. teacher specialists, etc.) and parents for the purpose of implementing lesson plans and/or developing students' daily living skills and addressing various challenges.
- Maintains classroom specialized equipment and materials for the purpose of ensuring a safe and appropriate learning environment.
- Assists in maintaining students' files/records for the purpose of recording the current status of progress.
- Monitors individual students in classroom and individual activities for the purpose of maintaining a safe and positive learning environment and observing students' interactions.
- Orients teachers and parents for the purpose of developing effective work and communication methods (e.g. talking, Braille, and large print books, talking calculators, light box, tactile materials, etc.) implementing functional curriculum and IEP objectives, etc.
- Performs record keeping and basic clerical functions, scheduling, copying etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.
- Other Job related duties as Assigned

SKILLS to apply assessment instruments, maintain records, use English in both written and verbal form, apply treatment modalities related to visually impaired, use community resources, use Braille; operate standard and specialized office and instructional equipment including software applications appropriate to assignment

KNOWLEDGE of math at a level to perform algebra and/or geometry; of language at a level to read periodicals, dictionaries and/or write business letters, reports and/or speaks in relation to panels and/or extemporaneously on a variety of subjects; to reason at a level to apply principles of logical or scientific thinking to solve practical problems and/or interpret a variety of furnished instructions, principles of child development and instructional process.

ABILITY to understand and address students with special needs, to influence people in their opinions, attitudes and judgments, deal with people beyond receiving work and instructions, make judgments and decisions; perform a variety of duties including frequent changes of tasks, aptitudes, techniques, procedures, etc; significant physical abilities include stooping/kneeling/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodations/field of vision.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Job related experience is required

Education:

High School Diploma or Equivalent

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Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses:

First Aid and CPR

Valid Driver's License

Clearances:

Criminal Justice Fingerprints/Clearance

TB Clearance

Supervision:

Executive Director of Student Services

Salary Grade:

Classified Salary Schedule Range 14

Work Year: CLAS 9 Calendar