

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM TECHNICIAN - ASSISTIVE/AUGMENTATIVE TECHNOLOGY (Range 23)

BASIC FUNCTION:

Under the direction of a Program Specialist, provide technical assistance for obtaining assistive and augmentative technology and adapted materials, equipment set-up, programming and repair, evaluation and training of students, training teachers and instructional assistants, implementing Individualized Education Program (IEP) goals and objectives for assigned students.

REPRESENTATIVE DUTIES:

Coordinate and maintain assistive and augmentative technology for Special Education students district-wide; scan classroom materials for students' reading program; consult with parents, teachers and administrators regarding individualized student needs. *E*

Initiate and maintain inventory of all assistive/augmentative equipment and materials; ensure that equipment at school sites is in proper working order and staff understand and follow maintenance requirements; maintain equipment supplies at school sites; troubleshoot problems with equipment; repair equipment and/or arrange for repairs. *E*

Maintain current information regarding equipment availability and cost. *E*

Receive referrals from Special Education services for students needing evaluation for assistive technology. *E*

Obtain information and materials through network with manufacturers, professional organizations and outside agencies. *E*

Deliver materials, services and equipment to school sites; set-up, take down and provide routine maintenance and technical support on augmentative devices, adapted and modified computers, assistive devices and software usage. *E*

Provide assistance in implementing IEP goals and objectives for assigned students; assist with incorporating a student's equipment into instruction; assist in scanning classroom materials for student use. *E*

Attend inservices and training regarding assistive technology and application to students with disabilities; knowledge of various disabilities which necessitates use of technology to benefit from education. *E*

Trains students, staff and parents on the use of Assistive/Augmentative equipment and software. *E*

Perform related duties as assigned by Special Education Services.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State and Federal laws and District rules and regulations regarding students with disabilities.

Inventory methods and practices.

Operation of various assistive/augmentative technology and equipment.

Handicapping conditions.

Interpersonal skills using tact, patience and courtesy.

Terminology used in Special Education Programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Working knowledge of PC and Macintosh computers, Chromebooks and tablets.

ABILITY TO:

Provide technical assistance in obtaining and using equipment.

Set-up and program a variety of assistive and augmentative technology.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Ability to diagnose and differentiate between hardware and software problems.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by knowledge of specific technology, programming and knowledge of various disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Assistive Technology Certificate/Credential from any of the following: Institute of Higher Education, The Rehabilitation Engineering and Assistive Technology Society of North America (RESNA), Research Institute of Assistive and Training Technologies (RIATT) is desired.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle from school site to school site to deliver materials and equipment.

Classroom environment.

PHYSICAL ABILITIES:

Seeing to set-up, program and maintain equipment.

Dexterity of hands, wrists and fingers to operate equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting equipment, reaching overhead, above shoulders and horizontally to store and retrieve materials and equipment.