# ASSISTIVE TECHNOLOGY SPECIALIST

**BASIC FUNCTION:**
Under the direction of an assigned administrator, works with the Augmentative/Alternative Communication (AAC) Specialist to provide support with programming and troubleshooting Assistive Technology (AT) equipment.

**REPRESENTATIVE DUTIES:**
ESSENTIAL DUTIES:
Identify AT needs
Evaluate the functional and educational needs for a student who is under consideration for AT
Provide direct service and consultation for AT students in District programs and Special Day classes
Provide recommendations, assist in selection, modification and implementation of low, mid and high technology solutions and devices
Provide training of staff and family members in use of AT
Facilitate the IEP decision-making process with regard to AT
Adapt curriculum using AT for the students
Complete Low-Incidence requests
OTHER DUTIES:
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
An extensive knowledge of adaptive technology, computer systems, and software
How students with various disabilities may access the curriculum
Various AT tools to provide better access to the curriculum
ABILITY TO:
Understand the specific physical, emotional and behavioral needs of students
Maintain the trust and confidence of students to which assigned Assistive Technology Specialist
Work independently with general guidance
Perform a variety of general clerical tasks and carry out oral and written instructions
Work well with a diverse range of people
Work as a team member
Travel to multiple school sites during the week in his/her own vehicle
Establish and maintain cooperative relationships with those contacted during the course of work

**EDUCATION AND EXPERIENCE:**
Bachelor's Degree required; two years' experience in Assistive Technology; knowledge of standard curriculum and working with students who have disabilities.

**LICENSES AND OTHER REQUIREMENTS:**
Assistive technology services shall be provided only by personnel who possess one of the following:

**LICENSES AND OTHER REQUIREMENTS: (Continued)**

 Certification from RESNA/ATP
 Certificate in AT applications from a regionally accredited post-secondary institution
 Credential that authorizes special education of physically handicapped, orthopedically handicapped or severely handicapped pupils

Valid CA driver's license

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Lifting/pushing/pulling normal does not exceed 25 pounds and may occasionally lift/push/pull in excess of 50 pounds with assistance
Mobility to stand, stoop, reach, bend and twist while performing duties of this job

**OTHER CONDITIONS:**

Consistent and regular attendance is essential Assistive Technology Specialist

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*