CLASS TITLE: **ASSISTIVE TECHNOLOGY ASSISTANT**

DEFINITION: Under general supervision and evaluation by the site/program administrator, performs work of moderate difficulty in providing specialized instructional support services in various Special Education settings; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Assists the Assistive Technology (AT) and Augmentative /Alternative Communication (AAC) Specialists in providing support to staff and parents relative to assistive technology assessment, use and adaptation, as directed
- Assists students with special needs in learning or using special equipment, or instructional media and/or curricular or classroom modifications
- Maintains and prepares records related to the assistive technology programs
- Traveling from location to locations may be required
- Train staff on use of AT devices and tools in educational settings

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation and/or completion of two years of college level coursework in a field related to the particular work assignment.

Knowledge of:

- Technology, Special Education programs and instructional or communication strategies
- The English language including spelling, grammar and punctuation
- General classroom procedures, practices and equipment
- Educational technology programs and applications to be used by students with physical, cognitive, social and/or communication needs
- Techniques for designing and modifying instructional and informational media to make them accessible to people with special needs in an electronic and/or print format
- Utilize assistive technology software appropriately based upon individual student needs
- Current assistive technology equipment and software
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

Skill in:

- Applying special instructional or communication strategies
- Following oral and written instructions
- Recordkeeping and providing clerical support duties
- Establishing and maintaining cooperative working relationships with others
- Communicating effectively both orally and in writing

Ability to:

- Understand and carry out oral and written instructions
- Perform the duties with or without accommodation
- Learn and interpret rules, regulations and policies

Licenses:

- A valid California Driver's License is required.

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 416
MT. DIABLO UNIFIED SCHOOL DISTRICT Board Approved: 08/28/01
Board Revision: 6/22/15