

Job Title: **ParaEd, Assistive Technology**
Job Family: **Paraeducator Specialists**
Pay Program: **Classified**

Job Code: **060828**
FLSA Status: **Non-Exempt**
Pay Range: **G 6**
Work Year: **9 months**

SUMMARY: Creates and maintains adapted materials and communication supports, programs and troubleshoots devices, travels to schools for on-site support, and assists with equipment tracking, repairs, and documentation in support of Assistive Technology Specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Travel to schools within and occasionally outside the district to deliver and pick up equipment, troubleshoot devices, and model AAC use in the classroom as directed by the Assistive Technology Specialists.	W	40%
2. Support the Assistive Technology Specialist by entering and tracking assistive technology items in the database, including items checked out to schools, staff, and loans from the state loan library.	D	20%
3. Assist creating adaptations and assistive technology items for students, including adapted materials, communications boards, schedules, and program devices (e.g. iPads with TouchChat) as directed by an Assistive Technology Specialist.	D	15%
4. Troubleshoot, repair, and maintain technology equipment (e.g., iPads with communication apps), assign apps via Apple device management, coordinate repairs with vendors, and track non-functioning equipment.	D, W	15%
5. Maintain a log of completed projects, documenting when work or materials are created or adapted for a specific student, and including notes from school visits.	D	5%
6. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of two years experience in working with students with special needs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facilities.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of students with special needs, useful adaptation in the classroom, and assistive technology.
- Operating knowledge of and experience with a variety of office equipment.
- Operating knowledge of specific assistive technology devices (e.g., iPads with TouchChat) and willingness to learn about other devices and ongoing developments in the assistive technology field.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Director	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate			X	
Copy			X	
Coordinate	X			
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	