



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Assistive Technology Technician
DEPARTMENT	Special Education
LOCATION	Central Office
REPORTS TO	Assistive Technology Specialist and Director and Supervisor(s) of Special Education
ANNUAL WORK SUMMARY	10 months per year, 190 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 23: \$ 29.78/hr - \$ 38.10/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	The person who holds this position will provide assistance/support to the Assistive Technology Specialist and Special Education staff regarding assistive technology devices and software.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. An Associate's degree, preferred.
2. Recent general office, clerical, secretarial and/or microcomputer experience.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Ability to communicate effectively, both verbally and in written form with co-workers, administrators, parents and the general public.
2. Ability to operate word processing/text-editing/scanning equipment and software, in particular Kurzweil.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Maintain caseload database.
2. Maintain inventory database and inventory new items.
3. Maintain ordering information.
4. Train students/staff in use of Kurzweil and other software programs.
5. Assemble training materials.
6. Troubleshoot computers/software.

7. Set-up laptops for trainings.
8. Make AT materials, i.e. language boards, adapted stories, etc.
9. Maintain resource guide.
10. Assist in publication and distribution of quarterly assistive technology newsletter.
11. Collect and deliver equipment.
12. Manage/type forms.
13. Load special education software as requested by the AT Specialist.
14. Contact person for Kurzweil request and questions.
15. Introduce and demonstrate software.
16. Help identify workstation and load software.
17. Scan and edit texts.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by Director and Supervisor(s) of Special Education.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

No unusual physical demands.

UNUSUAL DEMANDS

Compliance with State and Federal regulations for special education.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.