Job Title: Assistive Technology Specialist

Reports to: Director of Special Education

Dept./School: Special Education/Central Administration

Primary Purpose:

- Provide students with disabilities appropriate services and assistive technology tools designed to provide educational benefit in academic, emotional, communicative and/or social domains.
- Develop and/or modify curriculum and other instructional materials to meet Individual Education Plans (IEPs)

Qualifications:

Education/Certification:
Bachelor’s Degree
Valid Texas teaching certificate with required special education endorsements for assignment

Special Knowledge/Skills:
Ability to use the accepted tests and measurements to discern assistive technology appropriate for the student
Knowledge of tools of evaluation and low-high tech assistive technology
Ability to instruct and support student/teacher to access curriculum
Excellent organizational, communication, and interpersonal skills

Experience:
Minimum 3 years of special education teaching experience

Major Responsibilities and Duties:

Assessment
1. Assess student with disabilities for the need of assistive technology to access curriculum.
AT Specialist
Job Description

Assist in evaluating the need for structured learning classrooms for students identified with autism/disabilities.

2. Assess/conduct trials for students with non-verbal or limited communication on various communication systems to determine the most appropriate mode of communication for that student.

3. Conduct and/or assist in functional behavioral assessments as needed.

Consultation

4. Counsel and involve parents as team members in the implementation of the interventions.

5. Collaborate with classroom teachers to plan and implement appropriate interventions and oversee the implementation of each child’s assistive technology device and/or behavior program.

6. Provide professional staff development and parent training to help school personnel and parents utilize assistive technology tools for students identified with autism/disabilities.

7. Consult with district and outside resource personnel regarding education, social, communication, and personal needs of students.

Student/Program Management

8. Track student use of assistive technology and collect data.

9. Assist and consult with teachers and other personnel in the implementation of assistive technology devices.

10. Design individual positive behavior intervention plans as necessary.

Compliance

11. Comply with policies established by federal and state laws, State Board of Education rule, and board policy.

12. Comply with all district and campus routines and regulations.

Communication

14. Maintain a positive and effective relationship with peers and associates.

15. Effectively communicate with colleagues, students, and parents.

Administration

16. Compile, maintain, and file all physical and computerized reports, records, and other required documents.

17. Participate in professional development activities to improve skills related to job assignment.

18. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Demonstrate flexibility in schedule. Regular district wide travel to multiple work locations as assigned; frequent lifting and carrying. Assist in lifting and transferring along with positioning of a student to and from wheelchair.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: ___________________________  Date ___________________________

Reviewed by: ___________________________  Date ___________________________