



# Cambrian School District Job Description

## **Assistive Technology Specialist**

---

### **POSITION DESCRIPTION**

Under the direction of the Director of Student Services, provide appropriate technology support allowing access to the educational program for students; to assist in training students, staff and parents in the implementation of assistive technology; to perform related duties to support the IEP, and to do other related work as required.

### **FUNCTIONS AND RESPONSIBILITIES:**

- Assists in development and implementation of a documentation process for assistive technology devices and services which supports and is congruent with the IEP documentation process.
- Team with and support Instructional Technology facilitators and specialists, teachers, and other school personnel in the delivery of services, plans, conducts, and assists in staff development activities.
- Perform assistive technology; develop, model and present the most effective methods of using assistive technology in educational settings, and enable the operation of equipment to enhance independence.
- Identify business, industry, and community resources that will enhance assistive technology services in the schools.
- Initiates a professional development plan which addresses current research and best practice information in the areas of assistive technology, coordinates the design and fabrication of assistive technology devices.
- Develop, maintain, and track assistive technology devices, maintains data and performance indicator information for services provided.
- Develop and coordinate a system of assistive technology assessment to determine individual student needs.
- Perform related duties and responsibilities as requested by the District Office Special Education Team.
- Receive referrals of pupils and plan for completing the assessment process within the defined special education timelines.
- Collaborate with parents and all staff.
- Select and administer formal and/or informal assessments of pupils.
- Evaluate pupils' need for and, if needed, recommend appropriate assistive technology systems.
- Locate and assemble information necessary for purchase of recommended assistive technology.
- Prepare written requests for the purchase of specialized equipment, materials and supplies recommended by the IEP team including requests to be submitted to the SELPA for the purchases using Low Incidence Funds.
- Prepare written assessment reports.
- Attend IEP meetings as necessary.
- Plan and implement instructional activities for students in the specialized skills necessary to utilize assistive technology.

- Document student progress toward achievement of annual goals/objectives and report the same to parents on the schedule used by the school site.

**KNOWLEDGE OF:**

Current terminology, usage and functions of Assistive Technology (AT) devices, tablets, computers and computer systems, hardware, peripherals and specialized software.

**ABILITY TO:**

Assess the physical and communication needs of students as they pertain to AT. Communicate effectively both orally and in written form.

Relate with a wide variety of professional staff.

**EDUCATION AND EXPERIENCE:**

ATACP Certificate (Assistive Technology Application Certificate / 100 Hour Program).

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**ENVIRONMENT:**

- Outdoor and indoor environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Sitting and standing for extended periods of time
- Seeing to read instructional materials, rules and policies and other printed matter · Hearing and speaking to exchange information and make presentations
- Lifting, carrying, pushing and pulling light weighted objects
- Lifting/pushing/pulling normal does not exceed 25 pounds and may occasionally lift/push/pull in excess of 50 pounds with assistance
- Bending at the waist, kneeling or crouching to assist student