

STOCKTON UNIFIED SCHOOL DISTRICT

ASSISTIVE TECHNOLOGY SPECIALIST

DEFINITION

The Assistive Technology Specialist (ATS) is a member of the special education instructional team and is directly involved with collaborating with teachers of children with special needs. Perform the evaluation of special education students to determine their need for Assistive Technology support.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the Executive Director of Special Education. Exercises no general supervision.

REPRESENTATIVE DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)*

Acquire, distribute, train and evaluate the technology needed for children with special needs (E)

Evaluate records and assess students who are eligible for special education services to determine their need for assistive technology (AT) support. (E)

Consult, coordinate, collaborate and train special education teachers, specialized itinerant service providers, support staff and parents regarding educational access to materials, instructional accommodations, physical accessibility and strategies for students who receive AT services. (E)

Provide necessary direct support to students who are eligible for AT services as indicated on the IEP. (E)

Collaborate with case manager and teachers in the writing, implementation, and monitoring of individual goals and objectives for each student in accordance with the IEP. (E)

Work cooperatively with all members of the IEP team, including administration, psychologists, health care professionals, specialized itinerant service providers, para-educators, special education teachers, and parents.

Support an orderly, functional, and safe learning environment for all students.

Assist with the direct specialized instruction or support to students during regular classroom activities regarding strategies that allow students to participate more fully in these activities. (E)

Provide technical consultation in the area of specialized equipment, including academic adaptations and specialized materials or equipment adaptations. (E)

Assess, recommend, and implement assistive technology as appropriate for students who are eligible. E

Support district and school policies regarding the instruction of students.

Maintain high levels of expertise and skill in strategies for supporting instruction of students with assistive technology. E

Process and maintain confidential files, as required by state and federal laws. (E)

Maintain necessary records of assessment, attendance, and progress to evaluate student learning and regularly report that information to parents, students, and supervisor as requested and required by state and federal laws. **(E)**

Transition and/or monitor students in various activities (including special transportation) as needed. **(E)**

Operate computer, duplicating, assistive technology, and other necessary learning equipment.

Attend required site and district meetings and events. **(E)**

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Appropriate techniques in interacting successfully with children needing various supports, including communication, self-care/independent living, motor skills, vocational, social-emotional, and recreation/leisure
- Specific techniques for teaching the use of assistive technology
- Adaptive equipment and materials
- Current effective, research-based teaching strategies; educational theories; and assessment tools related to students with assistive technology needs
- Positive behavior support practices
- CA Standards for the Teaching Profession
- Federal and state laws regarding Special Education, including the IEP process
- Electronic communication and computer keyboarding
- Child abuse laws and procedures

Ability to:

- Relate effectively to and demonstrate receptive attitude toward children with disabilities, and toward students and parents of diverse cultural and socioeconomic backgrounds
- Work amicably with and communicate effectively with all staff members, including administration, psychologists, health care professionals, designated service providers, general/special education teachers, and para-educators
- Troubleshoot hardware and software programs and quickly grasp new technologies
- Utilize a variety of computer operating and software programs (Windows, Mac, Microsoft Office, etc.) as well as technology supports for students (low tech as well as high tech options)
- Coordinate the repair, replacement and transfer of equipment
- Demonstrate strong organization skills and attention to detail
- Understand and follow both oral and written directions
- Work within an established schedule, meeting necessary timelines
- Analyze and use data to develop goals and plan instruction
- Exercise good judgment in emergency situations
- Maintain flexibility, such as changes in staff or individual student programs
- Maintain professional confidentiality

Education and Experience:

Bachelor of Arts or Advanced degree from accredited college or university;
Three (3) years of teaching experience (special education preferred);
Valid CA Education Specialist Credential with Assistive Technology Certificate.

License, Certificates and Other Requirements:

Must possess a valid California Driver's License and evidence of insurance.
Possession of valid First Aid and CPR certificate is required.

WORKING CONDITIONS

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

ENVIRONMENT:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

Salary Placement

Stockton Pupil Personnel Association (SPPA)
190 Days

SPPA Approved: 12/06/16
Board Approved: 02/14/17