

Assistive Technology Technician

Purpose Statement

The job of Assistive Technology Technician is done for the purpose of providing support, services, and consultation in addressing students' assistive technology (AT) and Augmentative/Alternative Communication (AAC) needs as outlined in Individualized Education Programs (IEP); working with Assistive Technology Specialist in a collaborative manner in meeting the needs of students; and conducting training on assistive technology products.

This job reports to Assigned Supervisor

Essential Functions

- Assists Assistive Technology and Augmentative Alternative Communication Specialists at multiple school sites for the purpose of ensuring continual and effective support for students with AT/AAC services.
- Attends meetings for the purpose of conveying and gathering information required to perform job functions.
- Communicates with a variety of stakeholders for the purpose of ensuring student goals are met while complying with legal requirements.
- Identifies staff development needs and opportunities for the purpose of providing information and making recommendations related to AT/AAC services.
- Implements assigned plans or training developed by the AT/AAC Specialists for the purpose of ensuring services are provided to students with AT/AAC services.
- Maintains a variety of information (e.g. reports, logs, databases, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Orders equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Participates in offsite school activities as needed for the purpose of ensuring continued District support of students with AT/AAC services.
- Prepares documents, files, and records for the purpose of documenting activities, providing written reference, and conveying information while maintaining confidentiality.
- Provides assistance to the AT and AAC Specialist during assessment for the purpose of supporting the students with AT/AAC services as needed.
- Researches work-related topics (e.g. new assistive technology, etc.) for the purpose of gathering information necessary to perform job functions.
- Responds to inquiries from stakeholders for the purpose of providing information and resolving issues.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications related to adaptive technology; preparing and maintaining accurate records; and implementing plans and projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of assistive technology equipment; and policies, regulations, and guidelines as they relate to use of assistive technology integrated into the educational programs.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; maintaining confidentiality; travel between sites.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 65% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Two years experience working with school aged children.

Education (Minimum): High school diploma or equivalent. Possession of certification in Assistive Technology applications issued by accredited post-secondary institution (5% additional paid on base salary) or Bachelor's degree preferred.

Equivalency: Preferred three years of experience working in educational business setting.

Required Testing

NCLB Compliance/Skills Proficiency Test

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range M

Revised Date