

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Assistive Technology **LOCATION:** Various Schools within Division

JOB CATEGORY: Supplemental **PAY GRADE:** Supplemental Scale

IMMEDIATE SUPERVISOR: Director of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

Serves as a resource in the area of assistive technology to faculty, staff and students; coordinates the evaluation, installation, and ongoing maintenance of assistive technology devices; and oversees the conversion of instructional materials in to alternative media formats.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Serves as the primary contact for all assistive technology assessment referrals.
- Evaluates requests for assistive technology and assesses alternative methods of accommodation in conjunction with the Individualized Education Plan (IEP) Teams
- Coordinates the purchase of appropriate assistive technology equipment and materials.
- Evaluates, coordinates, trains and supports qualified students on the use of assistive technology.
- Coordinates in-service training and support for students, staff, faculty, and administrators.
- Troubleshoots assistive technology issues.
- Provides light technical support to special education staff.
- Coordinates the conversion of instructional materials into alternative media formats.
- Coordinates communication between students and faculty requesting alternative media formats.
- Works collaboratively with Instructional Technology Resource Staff.
- Works with technology vendors and district and site technology support personnel in order to manage registration and warranty information on all assistive technology.
- Maintains accurate inventories of assistive technology equipment.
- Attends appropriate training opportunities to maintain skills and knowledge base in assistive technology.

KNOWLEDGE, SKILLS, ABILITIES, AND EDUCATION

- Must hold a Bachelor's degree in assistive technology, rehabilitation, engineering, information technology, special education, occupational education, vocational rehabilitation, physical therapy, or other related professional field.
- Must have experience working in school, clinical, and/or programs serving persons with disabilities involving the technical and clinical aspects of assistive technology applications.

EVALUATION

- Performance on this job will be evaluated in accordance with school board policy and administrative regulations on the evaluation of certified personnel by Director of Special Services.