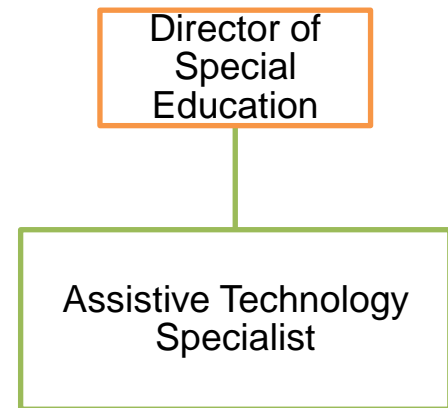


ASSISTIVE TECHNOLOGY (AT) SPECIALIST

Job Title:	Assistive Technology (AT) Specialist
Initial:	April 11, 2019
Revised:	
Work Year:	182
Office:	Education
Department:	Individualized Education/Special Education
Reports To:	Director of Special Education
FLSA Status:	Exempt
Pay Range:	Teacher Salary Schedule + 10%

Related Organization Chart



POSITION SUMMARY: The Assistive Technology (AT) Specialist serves as the team lead for the Assistive Technology support group. The team serves special education students (Preschool – 21) who require assistive technology devices and/or augmentative and alternative communication devices.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides district-wide consultation, coaching, and implementation of communication devices.
- Provides assessment for AT devices including written reports/documentation for a student’s Individualized Education Program (IEP).
- Consults with school teams to plan communication interventions and associated data collection.
- Trains teachers and paraprofessionals on the use and upkeep of AT devices.
- Coordinates the delivery of services with general education teachers and special education staff.
- Utilizes available technology tools for effective case management by the entire AT team.
- Programs communication devices.
- Performs other clerical and technology duties to include loading, updating, and troubleshooting device software and applications.
- Learns new technologies as they evolve.
- Attends training, conferences, seminars, along with department and district meetings, to maintain and update knowledge and understanding of changing developments, trends, devices, and technologies.
- Performs other related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision & Technical Responsibilities:

- This position supervises the Assistive Technology Technician.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's or Master's degree in special education or a related field.

Experience:

- 2-3 years' experience in PK-12 public education preferred
- 2-3 years' experience with communication devices preferred

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.