CLASS TITLE: ASSISTIVE TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned Director, evaluate and assess students’ assistive technology and augmentative/alternative communication (AT/AAC) needs; review available options; procure and install devices, software and supplies; modify equipment as needed; design and present training for district personnel to promote student achievement.

ESSENTIAL FUNCTIONS:

Collaborate with Director and assistive technology team to plan and monitor assistive technology design model and team goals.

Receive student referrals and maintain necessary records and data.

Conduct student assessments/evaluations; attend meetings (IEP, transdisciplinary, etc.) to review options.

Provide written reports with recommendations for AT/AAC options.

Serve as liaison between parent/care-provider, home and school.

Assist in selection of appropriate AT/AAC systems and/or devices, software and supplies.

Prepare and submit purchase requisitions.

Install devices, software, hardware and peripherals.

Design, modify and update dynamic and/or static display screens for communications systems/devices.

Provide technical support and setup for AT/AAC systems, software and devices.

Develop and present training sessions on AT/AAC for student, parent/care-provider and support staff.

Train and supervise assigned personnel.

Document results and submit required reports in a timely fashion.

Work cooperatively with personnel from other agencies providing services to the student and family.

Maintain a current knowledge of Federal education regulations as they pertain to AT/AAC; maintain a current knowledge of AT/AAC options.
Participate in professional growth activities in special education and in the AT/AAC field.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- AT/AAC devices, software, hardware, peripherals on Intel-based computers and Apple-based computers, devices and systems.
- Procedures, practices and terminology related to AT/AAC.
- Federal and State special education codes for school districts.
- Basics of occupational therapy, physical therapy, vision therapy, speech and language, mobility, cognition, and education.
- Sources and suppliers.
- Recordkeeping and report preparation techniques.
- Principles of supervision and training.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.

**ABILITY TO:**
- Operate and understand computer technology and communication devices.
- Conduct appropriate student assessments and evaluations related to AT/AAC devices.
- Design and present training sessions.
- Diagnose and troubleshoot software and hardware issues related to AT/AAC devices, software and peripherals on Intel-based computers and Apple-based computers, devices and systems.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Train and supervise the performance of assigned personnel.
- Attend workshops and conferences to enhance base knowledge of AT/AAC devices.
- Prepare and maintain accurate and complete records, files and reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Plan and organize work.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Move hands and fingers to operate a computer keyboard.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from an accredited college or university with a major concentration in assistive technology and augmentative and alternative communication or
closely related field. Two years experience providing AT/AAC evaluations/assessments; experience with communication devices, software and peripherals, their application and use.

LICENCES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Personal transportation for job-related travel.