

ELK GROVE UNIFIED SCHOOL DISTRICT

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.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Personal transportation for job-related travel.

