



Job Title: Assistive Technology Specialist **Wage/Hour Status:** Exempt/195 Days
Reports To: Special Education Coordinator **Pay Grade:**
Dept. /School: Special Education **Date Revised:** May 17, 2011

Primary Purpose:

Provide leadership in the use of technology assistive technology, and universal design for learning (UDL) to provide assistance to instructional staff in planning and effective use of technology in the curriculum. Provide staff training necessary to meet State and District instructional technology goals.

Qualifications:

Education/Certification:

Certified Teacher
Bachelor's Degree/Master's Degree Preferred
Level III Assistive Technology Training certification (ATTP certification)

Special Knowledge/Skills:

Demonstrated working knowledge of curriculum, instructional technology, integration and management strategies and resources and current technologies
Ability to interpret policy, procedures, and data
Demonstrated ability to develop and deliver technology training to adult learners
Strong communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher with any combination of education, training and experience that provides the required knowledge and abilities; related field and/or applied experience in the design of technology enhanced lessons/units/environments

Major Responsibilities and Duties:

1. Train and support teachers in classroom teaching methodology that engages student learning through the integration of technology.
2. Train and support teachers, media specialist/librarians, and curriculum coordinators in effective instructional and assistive technology techniques.
3. Train and support teachers in the use of digital learning competencies, including Internet research, graphics, animation, website mastery, and video technologies, assistive technology (UDL).
4. Train and support teachers in the use of curricular models designed to prepare teachers to facilitate, through technology and assistive technology, an active student learning environment.
5. Assist campuses in the identification, evaluation, and use of appropriate instructional software.
6. Participate in campus and district technology planning and evaluation.

7. Provide model lessons for teachers, which facilitate the integration of technology into the instructional program.
8. Collaborate with campus staff, Special Education staff, and District technology staff to meet staff and District technology goals.
9. Assist coordinators and special education in the design and implementation of staff development opportunities which integrate technology into the curricula and meet individual student needs.
10. Maintain the department website
11. Evaluate, select, and order appropriate software, devices, and hardware.
12. Conduct and oversee assistive technology evaluations.
13. Perform other duties as assigned.

Ability To:

14. Develop individualized objectives and instructional materials which integrate technology into classroom instruction.
15. Interpret technical documentation in lay person's terms, as necessary.
16. Communicate effectively orally and in writing.
17. Demonstrate positive, productive customer service focus.
18. Establish cooperative working relationships with persons contacted in the course of performing assigned duties.
19. Promote positive attitudes among schools and community members regarding technology uses and trends.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, projector, SmartBoard, peripheral devices such as PDA, scanner, CD-RW, and input devices for students with disabilities

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide travel; prolonged CRT viewing; ability to lift 50 lbs or more; prolonged use of computers; working on more than one campus

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.