



ASSISTIVE TECHNOLOGY SPECIALIST

Position Summary

The Assistive Technology Specialist (ATS) will work collaboratively with school personnel in providing, implementing, designing and adapting instructional programs for students in a variety of settings and with a variety of physical and cognitive disabilities. This includes students who need assistance, accommodations, and/or adaptations in order to participate in the regular program as well as those whose needs require the design and implementation of an individualized program.

The assistive technology consultant will serve as a specialized staff member in individual student educational assessment and programming, by providing assistance to staff in designing and implementing instructional programs, I.E.P.s, assistive technology, and classroom modifications. The Assistive Technology Specialist working in the 4J Student Services Department, consults and collaborates with the 4J Motor team (Occupational Therapists, Physical Therapists and Adaptive PE Specialist.)

Supervisory Relationship

This position reports to the Director of Student Services Department.

Essential Functions

1. Support IEP/IFSP/504 teams in completing assessments to determine assistive technology needs. The ATS recommends equipment and adaptations based on individual student's IEP goals and accommodations.
2. Provide direct training to students to support their access to assistive technology (AT) and the skills needed to utilize the technology to participate in assigned school curriculum.
3. Provide technical assistance and training to school personnel to facilitate students' access and use of AT. ATS plans, coordinates and provides assistive technology in-services and workshops for school personnel to integrate assistive technology into the design and access of educational materials. Training will cover web-based curriculum, chrome extensions, and built-in accessibility features and specialized apps on computers and tablets. These trainings will include small groups of both general and special education staff, families, whole classrooms of students, and district-wide inservices.
4. Provide technical assistance and support in integrating assistive technology to families and care providers through email, telephone and in person.
5. Problem-solve issues affecting student access to educational content. This includes providing district-wide resources such as maintaining an AT website with instructional videos, checklists, and other supports. The ATS will troubleshoot technical difficulties and provide technical assistance and basic maintenance for assistive technology devices.

6. Participate as a team member when IEP/IFSP teams need additional expertise to consider and implement assistive technology programs.
7. Research most current software/apps and equipment, assess which will best serve students, and recommend acquisition. Research and compare costs through various vendors and online sources and recommend expenditures in line with budgetary constraints. Develop a networking system with appropriate community agencies, regional, state and national resources. Utilize state and community resources for equipment loan.
8. Attend IEP meetings, team meetings, regularly scheduled staff meetings, department meetings, workshops, district in-services and professional conferences related to assistive technology.
9. Maintains regular and prompt attendance.
10. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to collaborate with others.
2. Ability to facilitate conflict resolution and problem solving.
3. Ability to prioritize and schedule work tasks independently
4. Must be able to communicate fluently in English, both verbally and in writing.
5. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
6. Ability to define problems, collect data, and formulate conclusions.
7. Ability to utilize a variety of computer hardware and software.
8. Ability to maintain confidential information relating to agency records and data.
9. Ability to organize and maintain files and/or records.

Minimum Qualifications

Education

- Bachelor's degree from a four-year college or accredited university (fifth year college or university program certificate preferred);
- Valid Oregon TSPC license in Special Education; **or**
- Student assistive tech certification via RESNA or other recognized AT licensing body; **or**
- Licensed Occupational Therapist, COTA or Speech Language Pathologist;
- Bilingual proficiency and/or multicultural experience preferred.

Experience

- At least four years of experience working with students and teachers.
- Demonstrated successful experiences working with a variety of special education teachers, specialists and administrators to support students via assistive technology solutions.
- Experience with assistive technology consultation and evaluation.
- Experience leading professional development and coaching

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Created by	Kat Lange, Director of Student Services Department
Approved by	Karen Hardin, Director Human Resources
Last revised	August 18, 2020

Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (Print)

Date

Employee Signature

Date