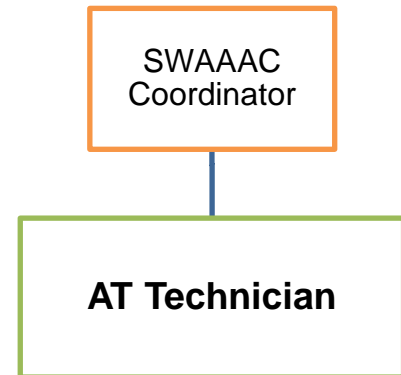


ASSISTIVE TECHNOLOGY TECHNICIAN

Job Title:	Assistive Technology Technician
Initial:	September 8, 2016
Revised:	N/A
Work Year:	181 days
Office:	Education
Department:	Individualized Education
Reports To:	SWAAAC Coordinator
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 13

Related Organization Chart



POSITION SUMMARY: Under the direction of the SWAAAC Coordinator, the Assistive Technology (AT) Technician assists instructional staff, paraprofessionals and students with disabilities with supporting, maintaining, and providing training on the use of AT software and devices. The AT Technician is required to use personal vehicle to drive to various school locations across the district.

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.

- Update and maintain SWAAAC inventory
- Maintain up-to-date files for students receiving SWAAAC support
- Communicate assistive technology and academic needs from the district buildings to the SWAAAC team
- Assist with note taking during SWAAAC evaluations
- Assist the department in researching information regarding new assistive technologies, equipment, or software that may be a better fit for student(s) written and/or verbal communication needs
- Install and uninstall assistive technology
- Scan, load, review, and correct classroom materials and curriculum into AT devices and programs
- Perform routine troubleshooting and diagnosis and diagnosis of hardware, communication devices, and computer software
- Train staff in the use and application of assistive technology, hardware, and software
- Assist special education staff with all aspects of assistive technology
- Learn SWAAAC process, terminology, and individual needs of the students on the SWAAAC caseload
- Perform 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 has no supervisory responsibilities

Budget Responsibility:

- This position has no budget responsibilities

QUALIFICATIONS

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

Education & Training:

- High School Diploma or equivalent

Experience:

- Experience with fundamental software and app installation and maintenance
- Prior experience of training and working with an individual with a disability

Knowledge Skills & Abilities:

- Fundamental ability to operate personal computers, common operating systems (e.g. Windows, OS, and iOS), hardware and software
- Basic knowledge of various software applications and web hosted platforms
- Basic knowledge of assistive technology communication devices, switches, and equipment
- Basic knowledge of resources and vendors providing assistive technology, devices, and equipment
- Note-taking skills
- Basic knowledge of special education terminology
- Basic understanding of data collection for behaviors, communication, and IEP goals

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- CPR and First Aid certifications preferred at 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 regularly required to use hands to finger, handle, or feel, and reach with hands. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile 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.