

## **SPEED JOB DESCRIPTION**

### **Job Title**

**Assistive Technology Specialist**

### **Supervisor**

**Principal**

### **Position Guide**

**Other Non-Certified**

### **Salary Range**

**Commensurate with Experience**

### **Qualifications**

- Professional Education Licensure or Bachelor's Degree in related field
- Working knowledge of computers/software
- Commitment to the Teaming process
- Participation in continuous professional growth (e.g. workshops, in-services and available course work)
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

### **Essential Duties**

1. Assesses as part of a team, students who may benefit from the use of assistive technology for the purpose of providing accommodations that enhance their academic success.
2. Maintains documents, files and records
3. Maintains inventories of supplies and materials for the purpose of ensuring items' availability to meet students needs
4. Researches assistive devices, computer hardware and software applications for the purpose of being knowledgeable on trends and recommending acquisitions.
5. Serves as a resource to students and staff for the purpose of providing the latest technology options.
6. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functions of the team.

### **Job Responsibilities**

1. Adapt specialized assistive devices to individual student needs
2. Train staff and families on use of assistive devices for the purpose of ensuring proper use of new and/or existing devices.
3. Diagnose and identify basic problems with assistive technology programs or devices
4. Other duties may be assigned.

### **Skills/Competencies**

- Understand Information Systems.
- Excel, Microsoft Word, PowerPoint, and Movie Maker.
- Project Management: keep to strict date deadlines and keep other to the deadlines.
- Strong Presentation and Training skills: need to be able to train others on how to use technology and the databases.
- Experience with basic technology troubleshooting.
- Ability to read, analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.

- Ability to perform essential duties within member school district requirements and SPEED policies.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff is expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 10 month position

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date