

ASSISTIVE TECHNOLOGIST (IT)

Purpose Statement

The job of Assistive Technologist (IT) was established for the purpose/s of providing technical support and training to instructional and support staff of disabled students; coordinating evaluation, acquisition, testing and installation of assistive devices and technology solutions; maintaining records and performing related administrative tasks; and serving as a resource to personnel requiring assistance with technology topics.

This job reports to Information Technology Support Manager

Essential Functions

- Adapts specialized assistive devices to individual needs (e.g. adjusting equipment, configuring software, etc.) for the purpose of enhancing the learning opportunities of special education students.
- Assesses malfunctions of assistive devices including hardware and/or software applications for the purpose of determining appropriate actions for restoring functionality.
- Consults with Special Education and site staff on requirements and operation of assistive devices for the purpose of ensuring their ability to use new and/or existing devices.
- Installs computer hardware, peripherals, and related application software for the Special Education department for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Maintains documents, files and records (electronic and manual) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials (e.g. assistive devices, books, software, etc.) for the purpose of ensuring items' availability.
- Performs routine computer maintenance (e.g. cleaning, updating software, upgrade installations, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares written materials (e.g. training manuals, product evaluations, procedures, instructions, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures assistive devices, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs assistive devices, computers, peripherals, and reinstalls software for the purpose of maintaining computers and related equipment in a safe and functional operating condition.
- Researches computer hardware and software applications, vendors, consultants, etc. for the purpose of being knowledgeable on trends and recommending acquisitions.
- Responds to a wide variety of technical and nontechnical inquires for the purpose of providing information and/or direction.
- Transports a variety of items (e.g. devices, equipment, supplies, etc.) for the purpose of providing materials in classroom or transporting equipment for repair.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing diagnostic and application software; adhering to safety practices; planning and managing projects; preparing; maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation computer hardware and software including operating systems; safety practices and procedures; and stages of child development.

ABILITY is required to schedule activities; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working as part of a team; displaying mechanical aptitude; and developing effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 25% walking, and 35% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Assistive Technology Certificate

Continuing Educ. / Training

Maintain certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 55

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____