

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTIVE TECHNOLOGY SPECIALIST

RANGE: 43

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, works with the Augmentative/Alternative Communication (AAC) Specialist to provide support with programming and trouble shooting Assistive Technology (AT) equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identify AT needs

Evaluate the functional and educational needs for a student who is under consideration for AT

Provide direct service and consultation for AT students in District programs and COE Special Day classes

Provide recommendations, assist in selection, modification and implementation of low, mid and high technology solutions and devices

Provide training of staff and family members in use of AT

Facilitate the IEP decision-making process with regard to AT

Adapt curriculum using AT for the students

Complete Low-Incidence requests

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

An extensive knowledge of adaptive technology, computer systems, and software

How students with various disabilities may access the curriculum

Various AT tools to provide better access to the curriculum

ABILITY TO:

Understand the specific physical, emotional and behavioral needs of students

Maintain the trust and confidence of students to which assigned

Work independently with general guidance
Perform a variety of general clerical tasks and carry out oral and written instructions
Work well with a diverse range of people
Work as a team member
Travel to multiple school sites during the week in his/her own vehicle
Establish and maintain cooperative relationships with those contacted during the course of work

EDUCATION AND EXPERIENCE:

Bachelor's Degree required; two years' experience in Assistive Technology; knowledge of standard curriculum and working with students who have disabilities.

LICENSES AND OTHER REQUIREMENTS:

Assistive technology services shall be provided only by personnel who possess one of the following:

- Baccalaureate degree with emphasis in rehabilitation engineering
- Baccalaureate degree in a related field of engineering with graduate certificate in rehabilitation technology or assistive technology.
- License in physical therapy
- License in occupational therapy
- License in speech-language pathology where the function is AAC
- Certification from RESNA/ATP
- Certificate in AT applications from a regionally accredited post-secondary institution
- Credential that authorizes special education of physically handicapped, orthopedically handicapped or severely handicapped pupils

Valid CA driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Lifting/pushing/pulling normal does not exceed 25 pounds and may occasionally lift/push/pull in excess of 50 pounds with assistance
Mobility to stand, stoop, reach, bend and twist while performing duties of this job

OTHER CONDITIONS:

Consistent and regular attendance is essential

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.