

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INSTRUCTIONAL ASSISTANT - ASSISTIVE TECHNOLOGY

RANGE: 7

BASIC FUNCTION:

Under management supervision, provide a wide variety of instructional and specialized assistive technology/augmentative communication support services for special education students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under the direction of certificated staff, provide assistance to staff relative to assistive technology use and adaptation.

Assist students with special needs in learning or using special equipment, or instructional media and/or curricular or classroom modifications.

Maintain and prepares records related to the assistive technology programs

Travel to locations throughout the County

Assist staff on use of AT devices and tools in educational settings, troubleshooting issues that arise.

Inventory and set up hardware/software designated for Assistive Technology services.

Track loaned out equipment.

Assist with on-going projects

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials, answering phones and ordering supplies as needed.

Perform duties including those found under Instructional Assistant – Special Education.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General classroom procedures, practices and equipment

Educational technology programs and applications to be used by students with physical, cognitive, social and/or communication needs

Techniques for designing and modifying instructional and informational media to make them accessible to people with special needs in an electronic and/or print format

Utilize assistive technology software appropriately based upon individual student needs

Current assistive technology equipment and software

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Support the use of Assistive Technology and Augmentative/Alternative Communication devices, systems, software and hardware.

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Perform a variety of clerical duties in support of classroom activities.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and document student behavior and progress according to approved policies and procedures.

Learn rules, regulations and policies.

Adapt and learn to use new equipment.

Operate a variety of office and classroom equipment including a computer.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, plus 48 semester units post high school or possession of an Associate Arts Degree or higher. Sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License and reliable vehicle for required travel

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Lifting moderately heavy objects.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.