

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 – PARK RIDGE/NILES JOB DESCRIPTION

JOB TITLE: Assistive Technology Specialist

PREPARATION DATE: July

REPORTS TO: Director of Pupil Services/Building Principal

CLASSIFICATION: Exempt

WORK LOCATION: All District 64 facilities

WORK YEAR: 185 day – teacher work calendar

JOB PURPOSE:

The Assistive Technology Specialist works directly with students in district programs to develop, implement, and monitor Assistive Technology Services. The Assistive Technology Specialist provides evaluation, modeling, and training to staff and parent on the full continuum of communication and technology supports. The Assistive Technology Specialist functions as a diagnostic team member and provides ongoing technical assistance to students, staff, and parents.

DESCRIPTION OF ESSENTIAL DUTIES:

- ☐ Collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs for the purpose of developing and implementing assistive technology services.
- Facilitate peer integration programming for the purpose of facilitating student communication in social settings across environments.
- Foster the development of augmentative, language-rich environments through the use of low to high technology systems for the purpose of fostering communication across settings.
- Interpret, integrate, and synthesize evaluative information to make recommendations for Assistive Technology interventions and services for the purpose of providing access for students.
- Assist in developing universal technology tools to enhance the special education curriculum to increase student performance and provide training to staff.
- Offer training to certified staff and administration on Assistive Technology in the IEP, the AT Referral/Consideration Process and Infinitec Membership benefits.
- Offer training to ITC/Tech Point people for ongoing capacity building.
- Offer on-going coaching throughout the year for AAC implementation, UDL supports, and Reading/Writing Tiered Tools.
- Maintain accurate records (student performance data, clerical responsibilities, Medicaid billing, etc.) for the purpose of documenting accurate student information, reports, and Medicaid reimbursement.
- Participate in building or program activities and meetings as appropriate for the purpose of collaboration and adherence to building and district policies and procedures.
- Participate, as needed, as a member of a multidisciplinary team for the purpose of developing, evaluating, and making recommendations based on individual student needs.
- Participate, as needed, in Individualized Education Plans for students who qualify for assistive technology supports for the purpose of developing an appropriate IEP.
- Proficiently use technology to communicate, compile reports, and collect data for the purpose of providing accurate records and communicating with team members, parents, administration, and district staff.
- Provide diagnostic services for students referred through a systematic referral process for the purpose of assessing assistive technology needs.

- Provide in-service training and consultation to staff and parents on augmentative communication and literacy development for students (reading & writing supports, communication skills for the non-verbal and minimally verbal students) for the purpose of facilitating student use of augmentative communication devices across settings.
- Select, adapt, and conduct appropriate evaluations to assess communication across all domains for the purpose of making recommendations to augment student communication needs.
- Utilize and make recommendations for technology and assistive technologies for the purpose of identifying appropriate assistive technologies.
- Assist in developing universal technology tools to enhance the special education curriculum to increase student performance and provide training to staff.
- Other duties as assigned by administration.

DESCRIPTION OF NONESSENTIAL DUTIES:

QUALIFICATIONS:

- Illinois Special Education Certificate endorsed for LBS1, Speech and Language Pathology, or other School Personnel Endorsement (former Type 73) preferred with Assistive Technology Certificate.
- Experience with special education students preferred
- Proficient use of technology systems, computers, and electronic communication devices and the ability to develop, implement, and monitor speech, language, and communication programming supports for individuals and groups.
- Skill in assessing student's performance in the area of visual, auditory, communicative, academic performance, and behavior is required.
- Excellent communication, interpersonal, and organizational skills.

PROTECTIVE CLOTHING REQUIRED:

Required to wear appropriate clothes for a school environment with children.

PHYSICAL DEMANDS: (The physical demands described here are representatives 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. The phrases "occasionally," "regularly," and "frequently" correspond to the following definitions: "occasionally" means up to 1/3 of working time; "regularly" means between 1/3 and 2/3 of working time; and, "frequently" means 2/3 and more of working time.)

While performing the duties of this job, the employee is frequently required to talk, hear, and use hands/fingers to manipulate, handle or touch controls. The employee is occasionally required to stand, stoop, kneel, crouch, or crawl as part of the job.

The employee must occasionally lift and/or move up to 10 pounds while performing maintenance duties. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The work environment is that of a business office/school setting both indoors and outdoors. The employee will occasionally need to work outside on school property. This would include working in all weather conditions such as heat, rain, cold, ice, and snow.

The noise level in the work environment is usually moderate to noisy.

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.