



JOB DESCRIPTION

JOB TITLE: **Assistive Technology Consultant**

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| Position Type: Certified | Department: Student Support Services |
| Salary Schedule: Certified | Location: District Office/Schools |
| Reports to: Manager of Student Support Services | |
| Term of Employment: 9 months | Shift: Day |
| Approved by: Human Resources | Date: March 11, 2019 |

POSITION SUMMARY:

To provide support to staff and students in the area of assistive technologies.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Serves as a resource for Individualized Education Program (IEP) teams.
- Trains students with disabilities in assistive technologies.
- Attends specific meetings as requested.
- Conducts observations in order to aid in the development of providing assistive technology in order to access curriculum at the school environment.
- Demonstrates knowledge of special education (IDEA) and 504 process and their differences.
- Conducts and or refers students for assistive technology evaluations.
- Coordinates and dialogues with Educational Services Department regarding assistive technology as it applies to materials and textbook adoptions.
- Creates and maintains district inventory of materials and check out procedures.
- Gathers data for the district regarding assistive technology use and needs.
- Monitors and adjusts assistive technology during trial periods to select the appropriate technology.
- Assists the IEP team with the development and implementation of a support plan, if the student has assistive technology needs and if appropriate.

- Provides professional development to staff in building regarding assistive technology tools and how to implement.
- Prepares and maintains records and reports as required for compliance with various state, federal, and administrative regulations.
- Consults with IEP teams and families regarding available community resources related to assistive technology.
- Demonstrates knowledge of content and therapeutic knowledge
- Demonstrates knowledge of resources
- Assesses student learning
- Manages session procedures
- Communicates clearly and accurately
- Maintains accurate records
- Communicates with families
- Contributes to department, school and district

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Training and experience in assistive technology, or willingness to be trained and evaluated for Deer Valley. Thorough knowledge of IDEA, 504, IEP process, and district procedures in general.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret IEP's, educational law, professional journals, federal and state laws.
- Demonstrates the ability to write routine reports or business correspondence, procedure manuals and email.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.