

JOB DESCRIPTION

JOB TITLE: **SPECIALIST (ASSISTIVE TECHNOLOGY)**

QUALIFICATIONS:

1. Graduation from an accredited college or university
2. Bachelor degree or higher
3. Minimum of three (3) years successful teaching experience
4. Certification in at least one area of Exceptional Student Education
5. Qualifications may vary from the above requirements to such degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

REPORTS TO: Director of Exceptional Student Education

JOB GOAL: Coordinate the Assistive Technology program for the Escambia County School District

ESSENTIAL FUNCTIONS:

- Is Case Manager (assessment, team facilitator, implementation, follow-up) for students referred to the district for assistive technology assistance
- Interprets district *Fast ForWord* data.
- Facilitates training, technical support and data support for the *Fast ForWord program*.
- Works with team to develop and update assistive technology policies and procedures annually
- Demonstrates understanding of assistive technology including legal requirements, its purpose and functional application for the student's educational program
- Coordinates with *Instructional Technology Program*
- Demonstrates awareness of a variety of assistive technology devices/services and the ability to integrate technology into educational programs.
- Demonstrates the ability to network with others in the community, including parents and general educators for technical information and problem solving.
- Recognizes own scope of knowledge and skills and utilizes identified resources to augment knowledge and skills represented within team
- Serves as a resource for others
- Identifies staff development needs and opportunities
- Plans purchases of assistive technology products
- Maintains inventory of all items available for demonstration and loan
- Ensures proper maintenance and repair of all products
- Prepares and maintains informational and promotional materials including newsletters, brochures and websites
- Plans, coordinates and evaluates in-service training related to assistive technology
- Maintains membership in and participates in professional associations
- Attends conferences, workshops and state meetings as a representative of the District
- Demonstrates initiative in identifying opportunities for improvement in the assistive technology program and takes appropriate action.

- Participates, when appropriate, in staffing or referred children being placed in the public school system
- Assists ESE staff in in-service programs and other ESE-related activities

SALARY: Based on the adopted salary schedule for instructional personnel
11 Months

EVALUATION: Annual evaluation by the Director in accordance with the Master Contract, local policies, and state law

ENVIRONMENTAL: Activities occur inside and outside; subject to indoor and outdoor environmental conditions

SUPERVISION CONTROL: Is personally responsible for satisfying all of the above referenced essential functions with minimal supervision

Revision approved at 4/15/2008 Board Meeting