JOB DESCRIPTION
June 2019

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ASSISTIVE TECHNOLOGY SPECIALIST

General Purpose:
The Assistive Technology Program is designed to build the capacity of district and site-based UDL/AT Coaches to use technology to improve the performance of struggling students. An AT Specialist provides training and consultation on universal design for learning and accessible technology; develops and shares resources for supporting site-based staff to implement UDL; provides access to accessible technology; and supports site-based staff with the process of Student Access Planning (AT Consideration). Responsible to provide design and development support to training, website and coaching resources.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Supports regional, district and site-based capacity building in the meaningful and productive use of accessible technology and consideration of student’s individual needs through:
  - Training and skill-building opportunities.
  - Coaching and mentoring.
- Supports site-based teams with the process and documentation of Student Access Planning (AT Consideration).
- Contributes to the development of resources for supporting training, skill building, coaching and mentoring activities.
- Maintains project data and outcome measures to assist with program review and improvement.
- Prepares reports, maintains program files and record keeping systems for accountability.
- When needed (e.g. as a tier 3 assessment), determines AT needs as part of a comprehensive assessment, which addresses all areas related to the student’s disability and based on the student’s strengths, tasks, and expectations; prepares written reports as required.
- Effectively manages schedule and time to proactively support mentoring and coaching plans, upcoming trainings, incoming requests for assistance and ongoing material development.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance.
- Develops and maintains positive working relationships with project staff and advisors, regional training teams, district and site-based leaders and site-based UDL/AT Coaches.
- Complies with the rules and regulations set forth in federal and state special education laws and regulations.
- Implements procedures and policies of Placer County Office of Education (PCOE), Placer Special Education Local Plan Area (SELP) and assigned school districts and sites.
- Participates in the design, development and provision of online and face to face trainings to leverage supporting a shift in AT service delivery and supporting regional and district-wide implementation of universal design for learning.
• Provides for the ongoing development and updating of web-based platforms, online and print resources to support the project.
• Manages social media and information sharing platforms (e.g. newsletters).

Minimum Qualifications:

Employment Eligibility:
• Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
• A Master’s degree is preferred.
• A valid Education Specialist Credential or Clinical or Rehabilitative Services Credential, or equivalent.
• Advanced coursework or specialized training in Assistive Technology, or ATP certification.

Experience:
• Two years successful work experience in a teaching or clinical position, with a minimum of one year providing assistive technology assessment and services.

Knowledge, Skills and Abilities:
• Maintains cutting edge knowledge of emerging and innovative technologies for supporting universal learning.
• Knowledge of assistive technology supports and strategies to address access, communication, mobility, positioning, recreation/leisure/play, environmental control and activities of daily living.
• Knowledge of funding and referral sources.
• Knowledge of laws/regulations regarding individual’s rights to access AT and other forms of assistive technology.
• Ability to work effectively with regional and district leadership, site principals, and instructional staff to achieve district and site determined outcomes.
• Ability to effectively communicate on the benefits of using technology to improve instruction, better meet the needs of all learners and foster student participation and engagement.
• Ability to design and deliver effective training that engages adult learners.
• Skill with designing and managing learning management systems.
• Ability to use open source platforms for effective web-design and management.
• Ability to create/design original graphics and templates for website and marketing materials.
• Knowledgeable of Google/Chrome (GAFE) applications to support struggling learners.

Required Testing:
• None

Certificates & Licenses:
• Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.
• A valid Education Specialist Credential or Clinical or Rehabilitative Services Credential, or equivalent.
Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:
- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: ___________________________ Date: 6.25.19

Human Resources: ________________________ Date: 6.20.19