

JOB DESCRIPTION

October 2017

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

ASSISTIVE TECHNOLOGY ASSISTANT

General Purpose:

An Assistive Technology (AT) Assistant is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The AT Assistant provides support to the assistive technology program in procuring, maintaining, developing and monitoring materials and resources to support individual students. Supports assistive technology program staff in preparing materials and resources, and facilitating (e.g. set up, sign in) workshops and trainings.

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

- Prepares instructional materials.
- Programs and sets up a variety of assistive devices and software to meet student needs.
- Maintains, organizes, labels and logs in inventory for the assistive technology loan library.
- Checks in and checks out equipment from loan library and Low Incidence/Orthopedic Impaired storage using proper procedures and documentation.
- Follows up with overdue items in a timely manner.
- Provides monthly reports on status of loan library.
- Establishes and maintains positive working relationships with supervisors and other members of the instructional team.
- Takes initiative to participate in professional growth activities and training.
- Organizes workload and disseminates completed projects efficiently.
- Prepares and sets up equipment for students and teachers; picks up and delivers equipment to/from schools as needed; gets equipment and materials ready for AT staff; picks up equipment at the end of the semester or school year.
- Assists assistive technology program staff with Low Incidence grant applications, including completing applications, contacting vendors for information, requesting approvals, and picking up of equipment.
- Performs clerical duties, including, but not limited to: ordering materials and supplies, checking in and distributing materials, providing support to staff in the field, reserving cars for staff, compiling district calendars, assisting with documentation, processing and tracking work orders, and making copies.
- Drives throughout the county/region for business purposes

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:

- High School diploma or equivalent is required.
- AA degree is preferred.

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Experience:

- Any knowledge or experience which would likely provide knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be three (3) years of responsible office or school assistance work experience.

Knowledge, Skills and Abilities:

- Knowledge of and familiarity with assistive technology devices and programs.
- Skills to operate computers and office equipment.
- Ability to follow oral and written directions.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to learn new computer programs and augmentative systems.
- Ability to create and assemble instructional materials.
- Ability to maintain an organized work environment.
- Ability to problem solve and seek out assistance when needed.
- Ability to use a computer for basic word processing, spreadsheets and data management, and
- Ability to understand and maintain confidentiality.

Required Testing:

- Applicants may be tested on skills applicable to position.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

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.

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- 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.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 20.0

Reviewed and Approved:

Supervisor: _____ Date: 1-5-18

Human Resources: _____ Date: 1/5/18