



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSISTIVE TECHNOLOGY SPECIALIST

DEFINITION:

Under general supervision, this position provides AT assessments and support to students who are eligible for equipment to access the curriculum or a communication device to participate fully in the classroom. The position will work in the field interacting with students and staff.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Responsible for assessing and determining eligibility for AT equipment and services.
- Providing information for program development.
- Create reports based on assessments to provide to the IEP team.
- Participate on the Individualized Educational Program (IEP) team by providing information on available technology resources and monitoring progress related to assistive technology needs of eligible students.
- Assist in the assessments for students with disabilities through a regional services referral process from member LEAs and programs, managed within the Special Education and SELPA departments.
- Implement the Assistive Media program to enhance accessibility to computer workstations, printed and on-line learning tools, instructional technology, education resources, communications, and facilities.
- Learn, apply, and instruct others in the use of specialized assistive software, mobility, and access needs. Orient students to assistive devices.
- Prepare and update a staff assistive technology documentation to help students' self-discovery.
- Schedule and provide adaptation of instructional and student services materials into electronic and audio formats for eligible students with disabilities.
- Assist technology departments within TCDE and member LEAs with installs, configurations, troubleshooting, maintenance, and repair of workstations, peripheral equipment, and specialized applications for assistive technology.
- Participate with and assist other technology teams to integrate of voice, data, and video telecommunications.
- Ensures that assistive technologies and workstations integrate with wireless connectivity and local networks.
- Provide passwords for access to networks and course materials, as necessary. Assist users to develop backups for saving files.
- May assist with budget preparations and proposals for assistive media equipment and software, in consultation with special education regional administration and LEA administration.
- Assist administrators on compliance issues relating to assistive technologies guidelines and regulations.
- Attend and give presentations for professional development to introduce assistive media and demonstrate its role in delivering instruction.
- Maintain up-to-date inventory of all assigned equipment and other assets.
- Ensure proper documentation for identification tags, licenses, warranties, repairs, and upgrades.
- Consult with and provide training to IEP members to ensure assistive technology implementation according to individual student IEPs.



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Official: 
Effective: 11/08/2024

- Regularly consult with other assistive technology providers such as Braille Transcribers and Deaf and Hard of Hearing Communication Technology Specialist.
- Drive frequently for department business.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described.
- High school graduation or equivalent.
- Passing score on the ParaEducator Proficiency Assessment, 2 years college (48 units), or AA degree or higher.
- Assistive Technology Certification issued by a regionally accredited post-secondary institution or the ability to obtain one within a specific period of time.
- Progressive experience using technology in the educational environment.
- Experience working with students with disabilities.
- Valid California driver.
- License and proof of insurance.

KNOWLEDGE OF:

- Personal computer operations including the relationship and usage of various input and output components.
- Business and academic support software and terminology.
- Software and hardware applications commonly used to adapt text and electronic media to alternative media.
- Operating systems utilized by TCDE and member LEAs.
- The protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance.

ABILITY TO:

- Maintain confidentiality.
- Engage in sufficient human relations skills to conduct individual and small group instruction and technical assistance on the use of custom PC-based equipment and applications accommodating special needs.
- Write and document technical procedures, prepare training materials, and prepare reports.
- Learn, apply, and communicate rules, regulations, policies and guidelines governing assistive media, technology, and educational access.
- Analyze technical problems and repair or recommend alternative solutions.
- Troubleshoot computer equipment.
- Design, install, and configure instructional computer laboratory networks.
- Work within existing network environments.
- Prepare technical reports, documentation, and training materials.
- Work independently and collaboratively, and maintain a customer-friendly computer workstation environment.
- Participate and present in meetings, workshops, and training sessions.
- Demonstrate exercise patience and sensitivity to staff and students with special mobility needs.
- Understand and use proper English, including vocabulary and grammar.
- Function as a member of the educational team performing support activities as required.

PHYSICAL DEMANDS:



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Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: _____ December 4, 2018 _____ Revised: _____ November 8, 2024 _____

APPROVED

Print Name: _____ Noelle DeBortoli _____ Title: _____ Director, Human Resource Services _____

Signature: _____  _____