



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSISTIVE TECHNOLOGY & WORKSTATION SPECIALIST

### DEFINITION:

Under the direction of an Executive Director, 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. This position also is responsible for installation and configuration of workstations/laptops/thin clients. 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.

#### *Assistive Technology:*

- 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.



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Assistive Technology Specialist

Official:   
Effective: 12/04/18

- Consult with and provide training to IEP members to ensure assistive technology implementation according to individual student IEPs.
- Regularly consult with other assistive technology providers such as Braille Transcribers and Deaf and Hard of Hearing Communication Technology Specialist.

*Workstation Support:*

- Resolve device (workstations, laptop, iPads, Chromebooks) communication problems to ensure customers and employees have access to Tehama County Office of Education resources and networks.
- Maintain, monitor, diagnose, and troubleshoot workstation and hardware issues.
- Provide basic customer support for office software, including on premise and remote diagnostics to resolve basic customer issues.
- Provide customer support through technical competence and effective communication skills in accordance with the county's policies and procedures.
- Ensure the support ticket and resolution for each customer clearly and effectively defines the support issue and the solution.
- Other duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

- High school graduation or equivalent.
- Passing score on Instructional Aide Proficiency Exam, 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.
- Three years of progressive experience using technology in the educational environment.
- Experience working with students with disabilities.

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.
- Connectivity between personal computers and networks.
- Common protocols for personal computer applications, data communications, and access.

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.
- Install and configure computers and peripheral devices.
- Analyze technical problems and repair or recommend alternative solutions.



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- 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.
- Provide Valid California driver license and proof of insurance.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Requires the ability to function indoors in an office or learning lab environment engaged in work of a sedentary nature. Requires ambulatory ability to move about to various office and classroom-type locations. Requires the ability to sit at a workstation for extended periods of time and stand upright and forward flexing on an intermittent basis to demonstrate equipment and retrieve work materials. Requires sufficient hand-eye coordination and dexterity to read technical documents and instructions, align small components, use a keyboard to type and perform data entry at an acceptable rate, and use a pointing device. Requires sufficient auditory ability to carry on routine conversations.
- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

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: \_\_\_\_\_

**APPROVED**

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

Signature: 

Date: December 4, 2018