



Special Education - Assistive Technology Specialist

CERTIFICATED PERSONNEL DUTIES

EVALUATED BY: Director/Coordinator of Special Youth Services

Under the supervision of the Coordinator and Director of Student Services, the Itinerant Special Education – Assistive Technology Specialist (AT):

- Is a member of the special education instructional team and is directly involved with supporting the teaching of children with special needs.
- Eligible candidates are speech-language pathologists (preferred) with a valid Clinical Rehabilitative Services Credential and teachers who hold a California Education Specialist Credential. All candidates MUST have a valid Assistive Technology Certificate.
- To perform the evaluation of special education students to determine their need for Assistive Technology support, as well as acquire, distribute, train and evaluate the technology needed.
- Work with students with designations making them eligible for special education services as indicated on their Individual Education Program (IEP) documents throughout the Anaheim Union High School and/or Greater Anaheim SELPA.

ESSENTIAL JOB DUTIES: The following tasks are essential for this position. Employees in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Evaluate records and assess students who are eligible for special education services to determine their need for assistive technology and/or augmentative alternative communication (AAC) support.
- Consult, coordinate, collaborate and train special education teachers, specialized itinerant service providers, support staff and parents regarding educational access to materials, instructional accommodations, physical accessibility and strategies for students who receive AT services.
- Recommend and implement assistive technology as appropriate, and provide necessary direct support to students who are eligible for AT services as indicated on the IEP.
- Collaborate in the writing, implementation, and monitoring of individual goals and objectives for each student in accordance with the IEP.
- Work cooperatively with all members of the instructional team, including district personnel, administration, psychologists, health care professionals, specialized itinerant service providers, paraeducators, special education teachers, and parents.
- Provide necessary direct specialized instruction or support to students during regular classroom activities regarding strategies that allow students to participate more fully in these activities.
- Provide technical consultation in the area of specialized equipment, including academic adaptations and specialized materials or equipment adaptations.
- Must be familiar with appropriate funding sources for equipment, including Medi-Cal and low incidence.
- Support district and school policies regarding the instruction of students.
- Maintain high levels of expertise and skill in strategies for supporting instruction of students with assistive technology.
- Process and maintain confidential files, as required by state and federal laws. Maintain necessary records of assessment, attendance, and progress to evaluate student learning



and regularly report that information to parents, students, and supervisor as requested and required by state and federal laws.

- Operate equipment necessary to complete their job duties. .
- Attend required site and district meetings and events.
- Perform other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Appropriate techniques in interacting successfully with children needing various supports, including communication, self-care/independent living, motor skills, vocational, social emotional, and recreation/leisure
- Specific techniques for teaching the use of assistive technology, Adaptive equipment and materials
- Current effective, research-based teaching strategies; educational theories; and assessment tools related to students with assistive technology needs Positive behavior support practices.
- Federal and state laws regarding Special Education, including the IEP process
- Electronic communication and computer keyboarding

Skill and Ability to:

- Relate effectively to and demonstrate receptive attitude toward children with disabilities, and toward students and parents of diverse cultural and socioeconomic backgrounds
- Work amicably with and communicate effectively with all staff members, including administration, psychologists, health care professionals, designated service providers, general/special education teachers, and para-educators
- Troubleshoot hardware and software programs and quickly grasp new technologies
- Utilize a variety of computer operating and software programs (Windows, Mac, Microsoft Office, etc.) as well as technology supports for students (low tech as well as high tech options)
- Coordinate the repair, replacement and transfer of equipment.
- Demonstrate strong organization skills and attention to detail
- Understand and follow both oral and written directions Work within an established schedule, meeting necessary timelines
- Analyze and use data to develop goals and plan instruction
- Exercise good judgment in emergency situations
- Maintain flexibility, such as changes in staff or individual student programs
- Maintain professional confidentiality

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Requires independent transportation throughout the Anaheim Union High School District and Greater Anaheim SELPA
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Requires lifting and carrying of objects of up to 50 pounds, which is a frequent aspect of the job
- Requires pushing or pulling objects weighing up to 100 pounds, which is a rare aspect of the job
- Performs work which may require standing or walking for prolonged periods