

**ASSISTIVE TECHNOLOGY ASSISTANT**

**DEFINITION**

Under general supervision of Special Education Director/Coordinator at the District office. Completes a variety of data entry work related to students assigned Assistive Technology (AT) Equipment. Updates and maintains access of (AT) devices. Performs routine clerical tasks in support of the (AT) program and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are characterized by their responsibility to help students, parents/guardians, and staff access students' (AT) device and applications on devices.

**OCCUPATIONAL GROUP**

Classified (Instructional)

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Monitors (AT) devices assigned through an individual education program (IEP) and provides individual instructions to meet the needs of each student to access the device or application. **(E)**
2. Troubleshoots issues with (AT) devices and applications if not working. Works collaboratively with District Technology Department. **(E)**
3. Communicates regularly with classroom teachers, related service provider, or case manager to assure (AT) device can be accessed by the student and teacher. Applications are updated and current. **(E)**
4. Creates written instruction and provides visual support for students/parents/guardians/teachers as needed to access (AT) devices (i.e Chromebooks, iPads, I gaze, etc) or applications necessary to use the (AT) devices. **(E)**
5. Maintains data spreadsheet of (AT) devices assigned to students, applications used, and calendar of maintenance. **(E)**
6. Travels from site to site daily to provide routine operational maintenance and service support as required by a student's individual education program. **(E)**
7. Performs other duties as required.

## **ASSISTIVE TECHNOLOGY ASSISTANT**

### **MINIMUM REQUIREMENTS**

#### **KNOWLEDGE OF:**

- Practical methods used in tutoring and motivating students;
- Simple recordkeeping with excel and filing;
- Operation of (AT) equipment;
- Operation of installing applications and accessing applications;
- Accessing various technological devices and applications; and
- Elements of good English usage, spelling, grammar, and punctuation.

#### **ABILITY TO:**

- Learn and apply the proper methods and procedures to be followed in a variety of instructional situations;
- Run reports (i.e. SEIS) that correspond to (AT) services;
- Communicate effectively to students, parents/guardians, and staff verbally and in writing;
- Communicate effectively using correct grammar;
- Establish and maintain effective working relationships with students, parents/guardians and co-workers of diverse background and experiences;
- Understand and carry out oral and written instruction;
- Maintain confidentiality of pupil records and school reports;
- Demonstrate an understanding, patient and receptive attitude toward students;
- Perform simple clerical tasks and operate standard office machines;
- Troubleshoot simple (AT) issues.
- Work efficiently on multiple tasks and projects simultaneously;
- Work independently;
- Maintain accurate records; and
- Meet established time frames and schedules.

### **EXPERIENCE**

One year of paid or volunteer experience working with children ages 4 through 22 in an educational or childcare setting preferred.

### **EDUCATION**

Equivalent to the completion of the twelfth grade.

### **WORKING CONDITIONS**

- District office environment and school sites;
- Demanding timelines and varying work schedule;

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- Subject to driving to a variety of locations to conduct work during day and evening hours; and
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.

## **PHYSICAL ABILITIES**

- Bending at the waist, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders, and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents; and
- Sitting and/or standing for extended periods.

## **HAZARDS**

- Working around and with office equipment with moving parts;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals.

## **SPECIAL REQUIREMENTS**

Must possess, or obtain prior to appointment, a valid California vehicle operator's license. Must have the ability to obtain and maintain insurability status under the district's vehicle insurance policy.

APPROVED: 04/20/2023