

The Assistive Technology Specialist is a specialized certified teaching assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation and development of the assistive technology program throughout the district. The Assistive Technology Specialist supports school staff in working with students who demonstrate needs for assistive technology to ensure that students with disabilities receive a Free and Appropriate Public Education (FAPE). The Assistive Technology Specialist works closely with the Exceptional Student Services Director and ESS Leadership to ensure that programs that support students with assistive technology needs are established and implemented effectively and efficiently. The Assistive Technology Specialist collaborates with administrators, certified coordinators, teachers, and other relevant staff in supporting student and school success.

Chain of Command

The Assistive Technology Specialist reports to the Director of Exceptional Student Services.

Competencies of the Assistive Technology Specialist

The Assistive Technology Specialist shall possess knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the competencies required for this position:

- **Accountability:** Holds self and others accountable for teaching the curriculum, and measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Assistive Technology Specialist

- Collaborates with General Education & Special Education teachers, Related Service providers, Instructional Assistants, school administrative teams, district personnel (including technology and curriculum departments) and other relevant staff to support delivery of instructional services and supports for students with disabilities.
- Conducts assistive technology (A.T.) evaluations in the areas of communication, reading, written language, computer access, and learning enhancement.
- Provides written reports and recommendations for school team.

- Contributes to the development of IEPs, including IEP goals, accommodations, and supplementary supports and services.
- Assists with the development and implementation of district policies and procedures related to assistive technology.
- Develops and provides training in the planning, development, implementation, and evaluation of A.T. products, and services for students.
- Participates in team meetings for students who have or may have A.T. needs.
- Sets up, troubleshoots, programs and customizes devices for specific individual needs to increase, maintain, or improve the functional capabilities of children with disabilities.
- Supports teacher and staff implementation of assistive technology.
- Possesses understanding of Federal and state laws, board policy and District procedures related to students with disabilities.
- Ensures compliance with Federal and state laws and District policies and procedures.
- Provides direction for the A. T. User Support Technician.
- Works with district and school teams to coordinate and/or participate in district and department projects and committees.

Minimum Qualifications

Bachelor’s Degree in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teacher Certification

Valid Arizona Fingerprint Clearance Card

Preferred Qualifications

M.A.Ed. in Special Education

Date Revised

9-9-19