SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistive Technology Specialist	**CLASSIFICATION:**	Certificated Non-Management (SCTA)
SERIES:	None	**FLSA:**	Exempt
JOB CLASS CODE:	9909	**WORK YEAR:**	181 Days
DEPARTMENT:	Special Education	**SALARY:**	Special Education Teacher Salary Schedule
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:**	12-19-2024
		HR APPROVAL:	12-10-2024
		CABINET APPROVAL:	11-21-2024

BASIC FUNCTION:

Under the direction of assigned Administrator, coordinate activities related to the provision of assistive technology solutions to support student access to curriculum and meaningful learning (e.g. Special Education, 504). Complete assessments , review available options, procure and install devices, software and supplies; program, modify, and complete minor repairs of equipment as needed; in collaboration with site teams promote student access and achievement through on-going training and collaboration.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below E. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Administer, interpret, and provide informal (criterion referenced/UDL) and/or formal (standardized) assessments to determine the need for assistive technology. Provide written reports as needed. Use the results of the assessments to advise and assist site teams with the development of the assistive technology solutions and supports. **E**

Identify and facilitate assistive technology based solutions and supports to students with divergent learning needs. Supports may include devices, software, peripherals, universal design for learning, and accommodations or modifications that support student access to curriculum. **E**

Provide a range of services which may include direct instruction, consultation, mentoring, coaching, monitoring, and/or technical support services as identified by assessed student needs and in accordance with eligibility requirements and applicable law. **E**

Collaborate to provide professional development to site teams on how to implement the use of assistive technology devices within the student's school environment. **E**

Provide technical support as needed to site teams on how to troubleshoot, use, and utilize assistive devices. **E**

Communicate with site team members to support student use of assistive devices based on student and staff need. **E**
Attend meetings as requested to support student access to curriculum and meaningful learning. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Prepare and maintain required records and reports related to the assignment and enter information and data onto various district platforms. These records and reports would include but not be limited to those required by district, state, and federal guidelines and regulations. **E**

Participate in and record job related time accounting as applicable onto district platform. **E**

Attend staff meetings; participate in related workshops, seminars, and conferences. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Required: Any combination equivalent to a bachelor's degree preferably in the areas of education, special Education (disability), educational technology, rehabilitation services, rehabilitation engineering or assistive technology.

Preferred: Any combination equivalent to a Master's degree preferably in the areas of education, special education (disability), educational technology, rehabilitation services, rehabilitation engineering, or assistive technology.

A minimum of 2 years of experience working in a special education setting providing assistive technology services that provide access to curriculum and meaningful learning.

LICENSES AND OTHER REQUIREMENTS:

Required: At least one of the following:
Valid Education Specialist Credential.
Valid Speech-Language Pathology Services Credential
Valid Speech Language Pathology Assistant License
Valid Clinical or Rehabilitative Services Credential
Valid Pupil Personnel Services Credential
Valid Occupational Therapy License
Valid Physical Therapy License

AND

Valid RESNA Rehabilitation Engineering and Assistive Technology Society of North America granted Assistive Technology Professional (ATP) certification or Completion of a certificate or degree program in assistive technology from an accredited college or university.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- IDEA and applicable California Education Code as it relates to providing assistive technology services to students.
- Evidence/research based, peer-reviewed, and defensible assessment practices for assistive technology.
- Evidence/research based technology interventions and supports to match assessed student need and address divergent learning.
- Curriculum and standards for students PK-22.
- Instructional planning for integration of assistive technology into a classroom setting.
- Accommodations/modifications in general education.

ABILITY TO:

- Work collaboratively with students, parents, educators, administrators, and agency representatives.
- Feature match assessed student needs with assistive technology solutions.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Use strategies for resolving differences that may arise as part of the implementation of services.
- Assess student needs and develop viable plans and alternatives.
- Plan, prepare and conduct individual and group training and/or consultation sessions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Train and provide technical support to assigned staff.
- Prepare and deliver oral presentations.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.
- Exchange information and make presentations.
- Read a variety of materials and monitor student behavior.
- Operate a computer.Use interpersonal skills such tact, patience and courtesy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
School site, office environment, or business locations; ability to move between sites during the workday.

SAMPLE PHYSICAL ABILITIES:
Make presentations, and exchange information in person and on the telephone; operate a computer keyboard and computer monitor; read and prepare documents and reports; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

SAMPLE HAZARDS: May risk exposure to communicable diseases.