

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: ASSISTIVE TECHNOLOGY TEAM LEADER

REQUIREMENTS:

- A. Education Level:** Master's degree with the Certificate of Clinical Competence in Communication Disorders. South Dakota Teacher certificate with endorsements in Communication Disorders.
- B. Experience Desired:** At least two years of successful experience working with assistive technology as it applies to individuals with disabilities in a school setting. Experience in assessment and implementation of a variety of assistive technology devices ranging from low to high technology.
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent speaking, standing, walking and writing.
- D. Other Requirements:** The ability to ensure that all technology in classrooms is accessible to students with disabilities and promote the effective use of technology to enhance student learning. Effective oral and written communication skills. Skills in human relations and development of student programs. Proficient skills in computer.

REPORTS TO: Supervisor of Itinerant Services

RECEIVES GUIDANCE FROM: Exceptional Children's Services Director
Building Principals, ECS Supervisors

DATE: May 2002

ESSENTIAL FUNCTIONS AND DUTIES:

NOTE: This is a generalized job description. Specific duties and responsibilities vary, depending on the assigned department or school. Applicants should be aware of the specific functions of the position prior to employment. Other duties may be assigned by the administration, within the restrictions and abilities of the employee.

FREQUENT: Assist IEP teams in developing programs and equipment to meet the needs of students in the area of assistive technology.

1. Design and outline individual programs of instruction that incorporates assistive technology.
2. Train teachers, speech clinicians, education assistants, and parents in the utilization of assistive technology.
3. Interpret data from the assistive technology team assessment and develop the appropriate system to enhance the learning opportunity for students.
4. Observe and provide feedback to people utilizing technology strategies as well as other instructional and interactional computer programs that promote student growth.
5. Provide insight and ideas into the utilization of strategies for carryover into group instructional setting and the home.

Serve as a resource to IEP committees of students using assistive technology.

6. Assist teachers in selecting appropriate materials and assessments for students.
7. Provide follow-up and coordination for individual students with complex needs.

Interact with team members and community representatives to provide a positive environment for students to achieve their individual goals through the application of technology.

8. Establish positive rapport with students, co-workers, parents, and team members.
9. Work cooperatively with team members to outline instructional plans and evaluate the appropriateness of those plans.
10. Share expertise and offer assistance to co-workers.
11. Convey enthusiasm and caring for students.
12. Communicate clearly with students, co-workers, and parents.
13. Share appropriate information with supervisors and co-workers through documentation of student progress and IEP team meetings.

General

14. Follow district policies.
15. Maintain the confidentiality of students and their families.
16. Maintain IEP records and data collection records.
17. Participate in training activities provided by and thru the district.

Occasional

18. Seek out and participate in professional growth experiences.
19. Assist students in classroom and instructional settings.
20. Participate in school and District committees.

21. Performs other duties as assigned by supervisors.

WORKING CONDITIONS:

