

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION INSTRUCTIONAL SYSTEMS AND ASSISTIVE TECHNOLOGY SPECIALIST

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution and a broad knowledge and special expertise in technology, assistive technology, and instructional systems in education; and, a minimum of three years' experience in the area of technology and assistive technology, or
2. Associate's degree from an accredited educational institution and a broad knowledge and special expertise in technology and assistive technology; and a, minimum of five years' experience in the area of technology and assistive technology.
3. RESNA and ESE certification desired. Must meet background clearance requirements as specified by Florida Statutes and State Board of Education Rules.

REPORTS TO:

Administrator, Exceptional Student Education and Psychological Services

SUPERVISES:

N/A

POSITION GOALS

Assess the ESE technology needs of the district in cooperation with the District's technology staff; assess the assistive technology needs of identified ESE students and facilitate the purchase, installation, implementation, and upgrade of pertinent equipment and devices; plan, coordinate, monitor, and maintain the automated Individual Educational Plan (IEP) programs in cooperation with the District's technology staff. Collaborate with ESE administrators and teachers for technology training; provide technical support in conjunction with school-based and district technologists to identify and solve hardware and software problems.

PERFORMANCE RESPONSIBILITIES:

1. Maintain knowledge of federal, state, and district policies/procedures related to the consideration and implementation of technology and assistive technology in Florida schools;

meet and maintain requirements as a Local Assistive Technology Specialist (LATS), defined through the Florida Department of Education's Assistive Technology Educational Network. http://www.aten.scps.k12.fl.us/lats/job_desc.html.

2. Maintain knowledge of up-to-date technology and assistive technology software and hardware.
3. Select the appropriate measurement tools for the assessment of student's assistive technology needs.
4. Coordinate assessments/evaluations related to the student's assistive technology needs with other District's LATS (Local Assistive technology Specialists); document assessments/evaluations and file reports in confidential folders.
5. Interpret and present the results of assistive technology assessments to the IEP team and ensure effective decision-making based on the individual students, the educational program, environmental factors, and the data gathered during the assessment process.
6. Coordinate system trails for identified ESE students using appropriate assistive technology.
7. Provide classroom support and technical assistance regarding technology/assistive technology and its implementation.
8. Coordinate activities for the maintenance and upgrade of technology/assistive technology.
9. Project funds needed for technology and assistive technology and assist with budgeting and federal applications.
10. Assist the District's textbook committee in the selection of up-to-date materials that are compatible with the technology and assistive technology needs of students and coordinate activities consistent with District's technology plan.
11. Assume other duties as directed by ESE Administrator.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

Pay Grade:
Paid the equivalent of the instructional salary scale based on prior experience.

JOB DESCRIPTION SUPPLEMENT

Physical Requirements for Performing Essential Job Functions

I. MACHINES, TOOL, & EQUIPMENT USED IN THIS POSITION:

- Workers is required to use two or more of the following on a regular basis: telephone/other voice communication device; audio-visual equipment; personal computer; copy machine; calculator; personal safety devices such as safety glasses, protective aprons and gloves necessary in science laboratories or shops; other specialized equipment typically used in the classroom, media center, clinic, laboratory or shop.

II. PHYSICAL EXERTION REQUIREMENTS OF THIS POSITION:

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

III. PHYSICAL ACTIVITY DURING A TYPICAL DAY:

- A typical day's activities include sitting, standing, walking, bending, stooping, pushing, pulling, lifting, and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and grasping are also required to carry out essential functions.

IV. WORKING CONDITIONS:

- Indoors. Worker is subject to indoor conditions primarily with most work occurring inside. The worker is subject to low to moderate noise levels such that normal talking is required to be heard.

V. TYPICAL JOBS:

- Jobs requiring the activities described above may include the following: General K-Adult Classroom Teacher: Teacher of Science, Mathematics, Foreign Language, Mild to Moderately Handicapped and Vocational Education; Media Specialist; Nurse; General Classroom, Office Classroom, Office, ESE, or Media Aides/Assistants; or other jobs requiring similar physical activity.

