

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Assistive Technology Specialist

**Evaluated by:** Director of Special Education

**Job Description:** The Assistive Technology Specialist is assigned to work cooperatively with other school personnel to maximize the effective use of instructional technology.

**Qualifications:** Holds or qualifies for a West Virginia Professional Teaching Certificate. Holds a degree in education. Has demonstrated knowledge and skill in the use of assistive technology.

**Length of Employment:** 200 Days

**Responsibilities:** The Assistive Technology Specialist shall have the following responsibilities and duties:

1. To assist in the implementation of the instructional technology program for exceptional students.
2. Collaborates with instructional staff for instructional planning, and models strategies with regard to effectively integrating technology into teaching and learning.
3. Collaborates with instructional supervisors on curriculum development with regard to technology integration.
4. To apply technical knowledge and skill related to hardware, software, networking/infrastructure and technology support.
5. Provide training to direct service providers of referred students.
6. Attend IEP/504 meetings.
7. To conduct Assistive Technology evaluations and reports.
8. Maintain documentation of services provided.
9. To communicate effectively through oral, written and electronic methods.
10. To conduct research and write grants for funding of technology projects.
11. To serve on committees assigned to plan and develop the technology goals for the school system.
12. Maintain documentation of equipment signed out to staff and students.
13. Researches new technology integration techniques and resources for dissemination to instructional staff.
14. To maintain professional work habits, maintain and upgrade professional skills.
15. To assume other duties as assigned by the Director of Special Education.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelors degree, West Virginia teaching license (special education endorsement preferred), and have satisfied technology skills. Must have experience using assistive technologies in the classroom. Must possess knowledge of accommodations and modifications for students with special needs to gain access to the general curriculum. Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth knowledge of computer instructional applications and curriculum development. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.