

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ASSISTIVE TECHNOLOGY TECHNICIAN

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#### **DEFINITION:**

Under the direction of the Director-SELPA, requires knowledge and expertise regarding assistive technology used and ordered throughout the District, and the ability to provide assessments and assist both students and teachers with using assistive technology devices as specified in a child's Individual Education Program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assess students for assistive technology needs.
- Assist users in using computers, terminals, printers and assistive technology devices.
- Create and design needed assistive technology materials; create, design and maintain log of task folders and task boxes; maintain logs and transfer M.O.V.E equipment.
- Prepare low incidence orders.
- Design and create visual materials for students, including schedules, behavior charts and communication symbols.
- Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
- Assist users in problem determination and solutions on site.
- Troubleshoot problems with computer hardware, operating systems, application software and assistive technology hardware.
- Maintain a log of hardware, software and assistive technology.
- Operate a variety of standard office equipment including a computer and assigned software.
- Maintain a log of hardware, software installed, and assistive technology devices used throughout the District.
- Drive a vehicle to conduct work.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and two years' experience working with children in an educational setting.

##### Licenses and other Requirements

- Successful completion of a fundamental computer literacy course.
- Assistive Technology Certificate.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

##### Knowledge of:

- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Maintain records and files.

**WORKING CONDITIONS:**

Work Environment:

- Classroom Environment.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Sitting for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching to assist students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 1/27/09**

**Unit Approved: 6/8/09**

**Board Approved: 6/22/09**

**FLSA Status: Non Exempt**