

Killeen Independent School District Job Description

Job Title: Assistive Technologist
Reports To: Coordinator for Special Education Campus Operations
FLSA Status: Exempt

SUMMARY

Evaluates and identifies students with assistive technology needs; increases instructional effectiveness for those students with identified assistive technology needs by helping the instructional staff develop and utilize needed modifications; and assists the Special Education Coordinators in the planning, implementation and evaluation of the Assistive Technology services and supports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Acts as liaison with district technology personnel.

Assists in budgeting and monitoring assistive technology expenditures.

Reviews and makes recommendations for all assistive technology purchases, both hardware and software.

Assists in preparing purchase orders for assistive technology hardware and software.

Researches and recommends assistive technology solutions.

Troubleshoots and provides immediate on-site assistance for assistive technology problems and questions from campus staff.

Assists in planning and implementing the department and district goals and objectives.

Assists department administrators in identifying opportunities to improve instruction and student performance through assistive technology-based solutions.

Ensures all technology-related activities in assistive technology are compatible with district philosophy.

Presents professional learning programs on assistive technology at campus and district levels.

Attends and participates in technology training sessions and delivers the information to department personnel.

Conducts professional learning with teachers, aides, administrators and other support staff on the use of assistive technology equipment and software.

Stays current on innovations in technology and curricular issues involving assistive technology.

Shares effective technical and/or instructional strategies with teachers for the effective use of assistive technology in the classroom.

Assists teachers with the set-up of student projects using technology, if assistive technology is needed.

Provides for timely loading and updating of the most current licensed assistive technology software versions.

Monitors use of all district-level assistive technology hardware and software.

Develops and models classroom projects that integrate assistive technology into the curriculum when needed.

Assists principals in planning campus professional learning for assistive technology.

Assists in evaluating the implementation of assistive technology at the campus and district levels.

Assists in maintaining and implementing technology labs, if assistive technology is needed, and promoting integration of assistive technology into the classroom.

Teaches the computer lab aide how to use computers in the lab and how to utilize the software, if assistive technology is needed.

Assists in creating and preparing computer lab curriculum, if assistive technology is needed.

Maintains an accurate and current inventory of assistive technology hardware, software, and/or materials as designated for campus technologist.

Serves as assistive technology Team Leader and fulfills job responsibilities as described in the Operating Guidelines for assistive technology (Special Education).

Attends trainings to stay current on district technology initiatives, curricular initiatives, network issues, etc.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree, and experience and/or training in assistive technology.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general technical periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, business and educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, and students.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Ability to utilize and install a variety of computer hardware and software. Also, must be familiar with networking.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.