

Killeen Independent School District
Job Description

Job Title: Assistive Technology Aide
Reports To: Assistive Technologist and Director of Special Education
FLSA Status: Non-exempt

SUMMARY:

Under the direction of assigned supervisor performs a variety of activities to provide support for Assistive Technology (AT) Specialists. May assist in training staff or working directly with students using assistive technology. May include making, repairing, and modifying specialized equipment for students in Special Education. Performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides individual training, support and monitoring of implementation of assistive technology plans for students, as directed by AT Specialist; attends meetings, workshops and conferences related to research and practice in the areas of assistive technology (AT) and augmentative and alternative communication (AAC).

Prepares outgoing iPads or other devices by creating and managing instructional programming accounts, emails, passwords and tracking data (users, case managers, accounts, etc.), returns incoming iPads or other devices to factory settings in preparation for reassignment.

Assists in coordination, preparation and presentation of professional learning programs both on-site and online, as directed by AT Specialist.

Manages, organizes and maintains up-to-date inventory of equipment (including devices, computers, software, or short-term loans) by keeping account records, volume purchases, logs, maintaining tags and tracking classroom assignments.

Transports a variety of items (e.g. devices, equipment, supplies, etc.) for the purpose of providing materials in classroom or transporting equipment for repair.

Consults with specialized staff about student needs and equipment to meet the Individual Educational Programs (IEPs) of students.

Under the direction of the AT, adapts equipment to be controlled by switches and other easily operated devices for students with disabilities, including making switches and switch mounts with concealed wires which may be operated by a variety of parts of the body and with varying pressure.

Fabricates, designs, maintains and adapts equipment to meet a variety of specialized needs, including battery discharge boards, multidirectional joy sticks, speech synthesizers, AC adapters, adapter boxes and voltage modifications, etc under the direction of the AT.

Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the Assistive Technologist Aide works closely with students and faculty members.

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 ability required.

EDUCATION and/or EXPERIENCE:

Knowledge of: Basic fundamentals of computers and devices including operating systems (iOS, MS office) operation, G (Google) Suite, web browsers, software installation and upgrades. Assistive technology communication software and equipment.

Elementary School Requirements and Secondary Title I/Every Student Succeeds Act (ESSA) Campuses:

Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or two years verifiable experience as an educational aide or other related experience as approved by the district.

Middle School and/or High School Requirements:

High school diploma or general education degree (GED) certificate and two years verifiable experience as an education aide or other related experience as approved by the district; or 15 semester hours of college credit with some emphasis in child growth and development or related courses or other related experience as approved by the district.

CERTIFICATES, LICENCES, REGISTRATIONS:

State Board for Educator Certification for Educational Aide II.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to implement specific program guidelines after training.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and carry 15-44 pounds and occasionally lift or carry 45 pounds and over. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Must be able to drive.

WORK ENVIRONMENT:

The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

Revised Date: October, 2022

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.