

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTIVE TECHNOLOGY TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor or supervising team, the Assistive Technology Technician will provide direct and indirect services to students who have been identified as needing to use personal computers, specialized software, augmentative communication, or other assistive devices to access their curriculum and progress towards becoming independent.

DISTINGUISHING CHARACTERISTICS:

The Assistive Technology Technician must be able to assist children for whom traditional methods do not provide access to learning. Direct services performed by the Assistive Technology Technician for students will include familiarizing and training students and the classroom staff in how to use assistive technology devices and ongoing support in continued use of assistive devices. Indirect services to be performed by the Assistive Technology Technician will include collaboration in decision making with the supervising therapist(s) and/or teacher(s) of the Assistive Technology Team as well as clerical support for the assessments, reports, ordering and maintenance of inventory of the Assistive Technology services.

REPRESENTATIVE DUTIES:

Utilizes a wide range of materials and equipment, including personal or micro-computers and specialized software.

Uses instructional techniques to assist students with special needs to access all facets of the curriculum through technology.

Operates and maintains a variety of equipment including, but not limited to, personal computers, printers, scanners, specialized communication devices, laminating, and copy machines.

Maintains, assists in previewing, ordering, preparing and storing materials and equipment used in assistive technology services and demonstrations.

Provides assistive technology team staff with clerical and other supportive assistance.

Prepares materials, schedules, and folders for students; keeps records and completes forms.

Assists teacher(s) in supervision of student activities in classroom and other technology learning environments and during emergency drills (relating to technology activities only).

Contacts parents at instructor's request concerning student's progress or needs; confers with teachers and staff concerning student problems and progress relating to use of assistive technology.

Plans and schedules activities, attends/assists with staff inservice and training meetings.

May be assigned to assist designated students with physical tasks such as exercises, eating, note taking, walking and/or wheeling to classes, bathroom duties, etc., if needed.

Visits vendors' facilities/conferences/continuing education opportunities to view materials and equipment; learn about updates and changes or to obtain service or repairs.

Performs other duties as related to job description.

QUALIFICATIONS:

Knowledge of:

- Child growth and development.
- Needs and behaviors of special needs students.
- Principles of supervision and motivation used with special needs students.
- General goals and objectives of the special education program.
- English grammar, syntax, spelling and punctuation.
- Basic math and record keeping.
- Classroom procedures.
- Use of basic office equipment.
- Technical knowledge of MAC and IBM-compatible computers and specialized communication devices.
- Internet function and access, including downloading available resources.
- Standard database programs.

Ability to:

- Establish rapport with student age group to which assigned.
- Understand and appropriately respond to the needs of special education students.
- Communicate effectively, both in written form and orally.
- Establish and maintain effective relationships with co-workers and others.
- Understand and follow oral and written instructions.
- Adapt quickly to changing situations.
- Describe application of assistive technology materials and equipment to users with minimum technical background sufficient to enable users to work independently.
- Screen students to identify need for assistive devices.
- Manage work time and comply with work schedules.
- Obtain and convey information by telephone between vendors, assistive materials and equipment technicians, and staff.
- Compile data and maintain accurate records.
- Possess understanding of and compassion for students with disabilities.
- Recognize scope of authority in exercising initiative.
- Maintain sensitivity to ethnic, cultural, and sexual differences.

Education and Experience:

Completion of formal or informal education sufficient to possess the skills, knowledge and abilities needed for the position. Must possess a high school diploma or its equivalent (GED). Advanced education, such as college credits, an Associate of Arts degree (AA), or education beyond an AA degree is desirable. Continuing education and/or certification specific to the field of Assistive Technology is highly desirable.

Recent paid or unpaid experience with children/education OR recent paid or unpaid experience with person(s) with special needs. Experience with technology such as computers, software, alternative communication devices, assistive devices and/or durable medical equipment is desirable.

License and Other Requirements:

Possession of a valid California Driver's License and use of a private automobile, or an alternative means of transportation, is required.

Working Conditions:

Employee must be able to stoop, bend, kneel, otherwise move limberly and/or lift and hold equipment to set up, reconfigure and/or relocate/transport assistive technology devices for students, up to 50 pounds. Must be physically and mentally able to perform the essential duties of a position with out without reasonable accommodation and without hazard to themselves or others.

Proposed Salary and Work Schedule:

Range 45: \$2,634 - \$3,389 (Based on 1.00 FTE)

11 months per year