

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 July 2012

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Assistive Technology Specialist	<b>Department:</b> Student Services/Special Education
<b>Immediate Supervisor's Position Title:</b> Director of Student Services	<b>FLSA Status:</b>
<b>Band/Grade/Subgrade:</b> D-6-3	<b>Bargaining Unit:</b> NEA
<b>Job Summary:</b> Under the direction of the Director of Student Services, the Assistive Technology Specialist provides assistive technology (AT) servicers to students with disabilities in order that they may access and benefit from their program of education.	

**SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Assists in identification of Assistive Technology devices and services to allow students with disabilities to access and benefit from their program of education.
<b>Percent of Time:</b>	50%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Assesses and makes recommendations regarding the selection, modification and implementation of AT devices and services to allow students to access and benefit from their program of specialized instruction.</li> <li>• Makes recommendations regarding the purchase, repair and replacement of AT devices.</li> <li>• Maintains an inventory of District AT equipment.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Functions as a member of the special education team in providing special education services to students with disabilities.
<b>Percent of Time:</b>	25%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Provides direct and indirect AT services as specific on students' IEPs.</li> <li>• Coordinates the delivery of AT services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive special education services to students.</li> <li>• Maintains an accurate record of services provided.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Consults with teachers, school administration, parents and others, as appropriate, regarding students' AT needs
<b>Percent of Time:</b>	20%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Provides training to special education teachers, paraprofessionals, and others as appropriate, in assisting students in the appropriate use and maintenance of AT devices.</li> <li>Consults and collaborates with medical and other community providers, as appropriate.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Attends training sessions, conferences, seminars, department and district meetings.</li> <li>Serves on District committees, task forces, work groups, etc., as requested.</li> <li>Keeps abreast of changing developments, trends, instructional and educational technologies.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>		
less than high school diploma		Bachelor's or Master's Degree		
High school diploma or GED.		Major field of study or degree emphasis Special Education or a Related Services. Advanced training in the area of Assistive Technology.		
1 year college				2 years college
3 years college	x			4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
2nd year graduate level				
Doctorate level				
		<ul style="list-style-type: none"> <li>Working knowledge of the principals, practices and ethical standards of AT; relevant state and federal laws, rules and regulations; and applicable district policies and procedures.</li> <li>Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.</li> <li>Ability to consult with school personnel in developing and implementing effective occupational therapy interventions for students.</li> </ul>		

	<ul style="list-style-type: none"> <li>The skill and ability to communicate - both orally and in writing.</li> </ul>
--	--

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Licensed as an Special Education instructor or Related Services provider.
-----------------------------------	---

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>Ability to communicate ideas clearly and concisely, both verbally and in writing.</li> <li>Ability to transport self between and among school sites throughout the District, and to students' homes, as necessary.</li> <li>Basic computer literacy - word processing, data entry.</li> </ul>
--	--

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	Titles of Positions Directly Supervised	# of Employees
1		
<b>TOTAL</b>		

**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b> Special Education Paraprofessionals	<b>Total:</b> 12
---	------------------

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
--	--

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		X		
<b>Walk</b>			X	
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
			X	

Reach with hands and arms				
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**