

**Job Summary:**

The job of Lead Assistive Technology Specialist is done for the purpose/s of providing assistance to students with disabilities in the use of assistive and adaptive technology to communicate, to meet educational (IEP) goals and to otherwise access the educational program and environment. The Specialist will be involved in the collaborative assessment of a student's assistive technology needs including identifying, learning, installing, training and/or otherwise supporting students, staff and parents/care givers in using assistive devices, computers and software. Provides technical guidance, support and training to the Assistive Technology Specialists.

**Essential Functions:**

- Evaluates student needs for the purpose of determining appropriate technology and services to meet educational goals.
- Locates/acquires specialized software and devices for the purpose of student use and support.
- Recommends appropriate software, hardware and other assistive technology equipment for the purpose of student and staff use.
- Installs or provides technology for the purpose of student and staff use.
- Trains students and staff for the purpose of supporting technology use by students, staff and/or family/care givers.
- Maintains current knowledge in assistive/adaptive technology devices, computers and software for the purpose of supporting students and programs.
- Maintains computers and other technology for the purpose of supporting students and educational staff.
- Records and organizes inventory and services data for the purpose of providing continuity of services to students and staff.
- Transports self to school sites and other work-related sites in Tulare County for the purpose of providing Assistive Technology equipment and services to students, staff and related programs.
- Makes minor repairs to computers and other technology for the purpose of supporting students and educational staff.

**Skills, Knowledge and/or Abilities:**

- **Skills to:**
  - Use current technology, devices and software including specialized/assistive technology.
- **Knowledge of:**
  - Computer systems & how computer systems work;
  - Current operating systems;
  - Software programs;
  - Specialized/assistive technology.
- **Ability to:**
  - Learn, understand and explain computer programs, equipment and operating systems;
  - Adapt and/or simplify access for students with disabilities;
  - Teach/train students and adults to use technology;
  - Evaluate students and adults in the use of technology;
  - Identify current developments in technology for students with disabilities.

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

- Job Related Experience within Specialized Field is required.
- Knowledge of IEP & Assessment process and timelines.
- Three years minimum Assistive Technology Specialist related experience.

**Education Required:**

- High School Diploma or Equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Assistive Technology Certificate

**FLSA Status:** Non Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.