



EMPLOYEE NAME: _____

Revised: 4/01; 5/09, 10/12; 6/18; 3/19

JOB DESCRIPTION

POSITION TITLE: Special Education Assistive Technology Support Specialist	JOB CODE: 441C
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Special Education	WORK DAYS: 238
REPORTS TO: Supervisor, Special Education	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides support for the use of assistive technology for instruction of students with disabilities, professional learning, data recording and reporting.	

REQUIREMENTS:

1. Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college) combination of experience and education may be used to meet the degree requirement
2. Certification/License Required: CNA, MCP, A+ or equivalent plus additional coursework toward higher certification; valid Georgia driver’s license
3. Experience: 3 years IT work experience in supporting desktop software and hardware products and problem solving/troubleshooting. Requires advanced technical knowledge regarding special education software
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; knowledge of technology; ability to troubleshoot software and hardware problems; team leadership skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Provides support with the use of assistive technology for instruction for staff and students.
3. Keeps accurate records of assistive technology referrals and evaluations.
4. Ensures student evaluation results are shared with staff and implemented with appropriate equipment or strategies.
5. Serves as a liaison between assistive technology and technology services.
6. Compiles student data and completes reports as needed.
7. Maintains accurate inventory of all special education technology equipment.
8. Supports the Supervisor of Special Education in preparation for professional learning to include technology support and production of materials.
9. Supports ESY sites in the use of and maintenance of assistive technology.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____