

POSITION DESCRIPTION

TITLE:	Assistive Technology Special Education Assistant	SUPERVISOR:	Director of Special Education & Student Services
DEPARTMENT:	Division of Teaching and Learning	CLASSIFICATION:	Classified

- I. Accountability Objectives:** Under the direction of the Division of Teaching and Learning, this position provides training and clerical services to the Assistive Technology Team including normal secretarial tasks, scheduling, showing people how to use software, and other assigned tasks.
- II. Position Characteristics:**
Salary: On Schedule
Length of Contract: School Year – 184 Work Days (.20 FTE) (Work days may be extended if funds are available.)
- III. Position Relationships:**
Supervisor: Director of Special Education & Student Services
Coordinates with: Director of Technology, Secondary Technology Coordinators, Elementary Media Specialists, Special Education Staff, Division of Teaching and Learning
- IV. Position Qualifications:**
- A. Required Qualifications:
 Graduation from high school, clerical skills, recent office work experience, experience in current office applications, special education aide license.
- B. Desired Qualifications:
 Experience and training in instructional integration; experience and training in assistive technology software and hardware applications. Background in working with Special Education students and/or staff.
1. Ability to use and apply modern office methods, equipment and software, such as: word processing, desktop publishing, electronic mail, fax machines, databases and spreadsheets.
 2. Effective communication skills with knowledge of business English, spelling and composition.
 3. Ability to develop new record keeping files, maintain accurate records and complete computer data entry tasks.
 4. Ability to establish and maintain effective working relationships.
 5. Ability to work directly with certified staff to integrate assistive technology into classroom environments.
 6. Ability to support certified staff in the use of other assistive technology software.
- V. Position Responsibilities:**
- A. Communicate via telephone and other electronic means.
 - B. Respond to telephone and visitor inquiries.
 - C. Type letters, generate reports/documents and maintain accurate files.

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- D. Provide direct training for certified staff, support staff, and administrative staff on assistive technology issues during in-service days, at disability group meetings and as needed.
- E. Tutor and provide technical support to staff using specialized applications.
- F. Continually update knowledge of both hardware and software applications in the educational environment.
- G. Monitor inventory of AT equipment/materials – including check-in and check-out.
- H. Send assistive technology devices and/or equipment in for repairs as directed.
- I. Fill out purchase orders for AT equipment/materials as directed.
- J. Assist with digitizing Special Education forms: Transfer and scan materials for web page/work on SPED web pages.
- K. Oversee AAC Theme Kit inventory.
- L. Post/Monitor/Update AT Task Requests on Schedule Board.
- M. Troubleshoot AT equipment problems and send in for repair.
- N. Create, make, maintain AT materials (AAC kits, AAC communication boards, AT systems, etc).
- O. Assist with training of assistive technology software/device/low tech solutions beneficial to learning programs.
- P. Communicate with staff about software issues and over-the-phone troubleshooting as needed.
- Q. Provide after-school AT software and equipment classes.
- R. Research AT questions from staff.
- S. Work with AT team and staff to create student-specific assistive technology solutions (communication overlays, PECs, symbols . . .).
- T. Trouble-shoot student-specific hardware and equipment as needed.
- U. Support off campus facilities/programs (i.e. Rachel's Place, EC Montessori)
- V. All other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New: 1/2007
Revised: 10/2009 (Updated Position Titles), 09/2010 (hours per/day)
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