

Sonoma County Office of Education – Job Description

Classified

ASSISTIVE TECHNOLOGY ASSISTANT

Definition:

Under the direction of assigned supervisor performs a variety of activities to provide support for Assistive Technology (AT) Specialists. May assist in training staff or working directly with students using of assistive technology. May include making, repairing and modifying specialized equipment for students in Special Education. Performs related duties as assigned.

Distinguishing Characteristics:

This is an experienced level position where the incumbent is proficient in performing repairs to Adaptive Technology Center (ATC) and Low Incidence computers (desktops and laptops) and devices. The Assistive Technology Technician performs modifications and fabrication of equipment, support and training to district staff and receives direction from AT Specialists and the ATC Supervisor. This position is distinguished from the Audio-Visual Technician and does not make complex repairs on electronic equipment such as televisions, tape recorders, computers, or other audio-visual equipment. This position is distinguished from the SCOE IT Technician in that an in-depth knowledge of the networks is not required.

Supervision Exercised and Received:

Employees in this class receive general supervision from an assigned supervisor within a framework of policies and procedures. Employee may supervise some volunteers to the Adaptive Technology Center.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Provides individual training, support and monitoring of implementation of assistive technology plans for students, as directed by AT Specialist; attends meetings, workshops and conferences related to research and practice in the areas of assistive technology (AT) and augmentative and alternative communication (AAC).
- Prepares outgoing iPads or other devices by creating and managing iTunes account emails, passwords and tracking data (users, case managers, iTunes accounts, etc.), returns incoming iPads or other devices to factory settings in preparation for reassignment.
- Assists in coordination, preparation and presentation of ATC professional learning programs both on-site and online, as directed by AT Specialist.
- Manages, organizes and maintains up-to-date inventory of equipment (including devices, computers, software, or short-term loans) by keeping account records, volume purchases, logs, maintaining tags and tracking classroom assignments.
- Transports a variety of items (e.g. devices, equipment, supplies, etc.) for the purpose of providing materials in classroom or transporting equipment for repair.
- Consults with specialized staff about student needs and equipment to meet the Individual Educational Programs (IEPs) of students.

- Adapts equipment to be controlled by switches and other easily operated devices for students with disabilities, including making switches and switch mounts with concealed wires which may be operated by a variety of parts of the body and with varying pressure.
- Fabricates, designs, maintains and adapts equipment to meet a variety of specialized needs, including battery discharge boards, multidirectional joy sticks, speech synthesizers, AC adapters, adapter boxes and voltage modifications, etc.
- Fabricates electrical equipment for operating more than one piece of equipment simultaneously or in sequence, depending on the needs of the student and/or program.
- Fabricates classroom equipment using wood, plastic and other materials, including equipment such as many slotted trays, plastic key guards, communication boards, switch mounts, etc..
- Repairs adaptive equipment both purchased from suppliers and fabricated or adapted at the Adaptive Technology Center, such as treadmills, stationary bicycles, switches, electronic equipment, computer systems and accessories. Communicates with suppliers, vendors, manufacturers, district staff and out of county representatives to arrange for purchase, delivery, repair and return of equipment. .
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Basic fundamentals of computers and devices including operating systems (iOS, MS office) operation,
- G (Google) Suite, web browsers, software installation and upgrades.
- Assistive technology communication software and equipment.
- Effective professional learning practices.
- Basic instructional techniques appropriate to a special education setting.
- Basic tools and test equipment used in the fabrication, adaptation and repair of educational equipment.
- Basic maintenance of educational equipment.
- Basic office methods, practices and procedures.
- Standard English usage and mathematics.
- Safe work practices.

Ability to:

- Effectively communicate with students, parents, teachers, staff, administrators and various outside agencies to exchange information, troubleshoot and resolve issues or concerns related to equipment including general computer (hardware, software, networks), mobile device and printer functioning.
- Demonstrate understanding of the process of the education of students with disabilities.
- Setup a computer workstation including connecting to printer and internet, for student and/or office use.
- Use the internet to research and obtain program materials. ^[1]_{SEP}
- Performs a variety of clerical duties, which may include filing, typing, record keeping, duplication of materials.
- Make decisions on most effective method to produce required materials and manage time so as to complete production of instructional materials.
- Learn and utilize adaptive equipment for the purposes of training others on how to operate effectively. .
- Troubleshoot and perform repairs to ATC and Low Incidence equipment, computers, or devices.
- Operate a variety of instructional media, computers, office machines and equipment including document projectors and copiers.

- Operate a vehicle to transport materials as assigned.
- Communicates with SELPA Director/ATC supervisor as required re: hours, completion of assignments, mileage, etc.
- Operate a vehicle to transport materials and conduct trainings as assigned.
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be tactful, flexible, courteous, patient, friendly and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Work as part of a team and follow oral and written directions.
- Perform skilled fabrication, adaptation and repair of educational equipment.
- Safely operate many kinds of tools and equipment used in the repair, fabrication and adaptation of educational equipment, such as soldering irons, voltmeter, variable D.C. power supply, battery checker, table saw, drill press, grinder, plastic bender, jigsaw, power drill and a variety of hand tools.
- Read and interpret schematic diagrams for basic electronic circuitry, educational equipment, switches and similar kinds of equipment.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High school diploma or equivalent.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Minimum of one (1) year of training in electronics theory and application at a college or equivalent level.

Experience:

- One (1) year of increasingly responsible experience in fabricating, adapting, and/or repairing electronic and/or educational equipment.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty-five (25) pounds on an occasional basis and in excess of forty (40) pounds with assistance.
- Must have normal (20/20) vision, corrected or uncorrected.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted:
- Revised: 10/22/18
- FLSA Status: Non-exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission