

## **Assistive Technology Specialist** **Job Description**

- TITLE:** Assistive Technology Specialist
- QUALIFICATIONS:** LBS I or LBS II-Assistive Technology, Type 10 or Type 73 Illinois Certificate or Illinois Licensure as an Occupational Therapist or Occupational Therapist Assistant or Certificate in Assistive Technology
- REPORTS TO:** Director of Kendall County Special Education, Assistant Director and Coordinators
- FUNCTION:** To provide diagnostic services, support services, and any necessary equipment to identified students age three to twenty-one years old to assist in implementing a child's educational programming.
- RESPONSIBILITIES:**
- A. Instructional Planning**
1. Assists with modifying curriculum and implementing recommended assistive technology strategies.
  2. Suggests IEP for a child's educational program..
- B. Competency in Subject Matter**
1. Familiarity with assistive technology software, equipment, and implementation strategies.
  2. Knowledge of available assistive technology resources.
  3. Strives to improve expertise in areas of specialization.
- C. Instructional Methods and Practices**
1. Participates in conferences including placement, IEP's, and annual reviews.
  2. Provides support to teachers in developing strategies conducive to effective learning..
  3. Provides appropriate diagnostic testing, identifies student capabilities and monitors student's needs on a regular basis.
  4. Maintains accurate and complete records as required by law and KCSEC policies.
  5. Communicates with parents on an individual or small group basis.
  6. Consults with appropriate professional staff regarding a student's assistive technology needs.
  7. Trains students, parents, and classroom staff on recommended student's educational equipment and software.
  8. Provides direction and guidance to classroom staff.

9. Provides inservices to parents and classroom staff on assistive technology equipment software, and implementation strategies.

**D. Classroom Management**

1. Recommends strategies for behavior management.

**E. Relationship with Students, Parents, and Staff**

1. Works to establish and maintain open and positive lines of communication with students and their parents concerning assistive technology needs.
2. Establishes and maintains cooperative relations with other members of the staff.

**F. Professional Responsibilities**

1. Meets accepted standards of professional behavior.
2. Observes and follows all KCSEC policies and procedures.
3. Exhibits professionalism and commitment through punctuality and attendance.
4. Performs other duties as assigned by the KCSEC administration.

**EVALUATION:** Formal and informal observations and conferences shall occur as needed or desired by the professional staff member or Director of Kendall County Special Education, Assistant Director or Coordinator and shall be an ongoing process.