

# **Indicators of Performance** **Assistive Technology Specialist**

## **RESPONSIBILITIES:**

### **A. Instructional Planning**

1. Assists with modifying curriculum and implementing recommended assistive technology strategies.
  - 1.01 Makes suggestions on how to incorporate assistive technology into daily lesson plans.
  - 1.02 Effectively and appropriately utilizes allocated funds to purchase assistive technology equipment, software and materials.
2. Suggests IEP goals for a child's educational program.
  - 2.01 Provides recommended IEP goals to implement use of assistive technology equipment and strategies.
  - 2.02 Insures that all IEP goals and objectives related to assistive technology are appropriate and documented.

### **B. Competency in Subject Matter**

1. Familiarity with assistive technology software, equipment, and implementation strategies.
  - 1.01 Attends vendor demonstrations on assistive technology.
  - 1.02 Reads assistive technology literature.
  - 1.03 Hands-on experience with assistive technology equipment and materials.
2. Knowledge of available assistive technology resources.
  - 2.01 Become familiar with what state and local resources are available for assistive technology.
  - 2.02 Become familiar with vendors providing services and equipment in the area of assistive technology.
3. Strives to improve expertise in areas of specialization.
  - 3.01 Participates in professional development activities pertinent to assistive technology.
  - 3.02 Reviews manuals and documentation on assistive technology software and equipment.

### **C. Instructional Methods and Practices**

1. Participates in conferences including placement, IEP's, and annual reviews.
  - 1.01 Presents clear, concise, current data relevant to student's functioning in his or her environment.
  - 1.02 Insures data is documented and presented at an IEP conference.
  - 1.03 Shares information and participates in discussions in a professional manner.
2. Provides support to teachers in developing strategies conducive to effective learning.

- 2.01 Provides effective assistive technology strategies appropriate to the age, maturity, interests and needs of the students.
- 2.02 Insures recommended methods and equipment are conducive to successful implementation in the student's environment.
- 3. Provides appropriate diagnostic testing, identifies student capabilities and monitors student's needs on a regular basis.
  - 3.01 Administers diagnostic tests as appropriate.
  - 3.02 Identifies student's capabilities and individual behaviors as exhibited within the student's environment.
  - 3.03 Completes referrals accurately and in a timely manner.
- 4. Maintains accurate and complete records as required by law and KCSEC policies.
  - 4.01 Insures that records and reports are complete and accurate.
  - 4.02 Insures that records and reports are submitted as required in a timely fashion.
- 5. Communicates with parents on an individual or small group basis.
  - 5.01 Communicates with parents regarding a student's needs and capabilities.
  - 5.02 Informs parents about changes in a student's equipment and strategies.
  - 5.03 Endeavors to involve and/or enlist the support of parents in the student's program as appropriate.
- 6. Consults with appropriate professional staff regarding a student's assistive technology needs.
  - 6.01 Consults with appropriate resource personnel to improve and enhance a student's program.
  - 6.02 Communicates with classroom staff regarding a student's needs and capabilities.
  - 6.03 Participates in appropriate conferences and informal meetings regarding a student's program.
- 7. Trains students, parents, and classroom staff on recommended educational equipment and software.
  - 7.01 Information is presented accurately, clearly, and in sequence.
  - 7.02 Alternative teaching techniques and methods are implemented when appropriate.
- 8. Provides direction and guidance to classroom staff.
  - 8.01 Insures pertinent data relative to student's assistive technology needs is communicated to classroom staff.
  - 8.02 Clarifies responsibilities in implementing assistive technology recommendations.
- 9. Provides inservices to parents and classroom staff on assistive technology equipment software, and implementation strategies.
  - 9.01 Assesses assistive technology training needs.
  - 9.02 Provides reference materials to provide support for information presented at inservices.

**D. Classroom Management**

1. Recommend strategies for behavior management.
  - 1.01 Provides materials and references to support behavior standards.
  - 1.02 Communicates with classroom staff regarding a student's needs 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.
  - 1.01 Provides opportunities for students and parents to express needs and concerns relative to assistive technology.
  - 1.02 Provides feedback to students and parents relative to student's use of assistive technology,
2. Establishes and maintains cooperative relations with other members of the staff.
  - 2.01 Is a contributing member to IEP and other relevant meetings.
  - 2.02 Is willing to share new instructional techniques and materials.
  - 2.03 Shows warmth and friendliness (such as smiling and being polite and courteous) and refrains from negative comments.

**F. Professional Responsibilities**

1. Meets accepted standards of professional behavior.
  - 1.01 Respects and maintains confidentiality of student matters in discussion with other staff members and parents.
  - 1.02 Demonstrates care in the use of materials, equipment and facilities and exercises care for the health and safety of students and other school personnel.
  - 1.03 Observes and follows all KCSEC policies and procedures and IL Rules and Regulations to Govern the Administration & Operation of Special Education in matters concerning program or teaching duties.
  - 1.04 Communicates a positive commitment to the mission of the organization.
  - 1.05 Is accurate and punctual with reports, records, and communications.
2. Exhibits professionalism and commitment through punctuality and attendance.
  - 2.01 Is punctual and consistent in meeting with students and teachers, attending meetings, and performing extra-duty assignments.
  - 2.02 Insure that absences do not disrupt continuity, team plans or the educational process.
3. 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.