

Technology/Assistive Technology Assistant

Job Description

TITLE: Technology/Assistive Technology Assistant

QUALIFICATIONS:

- High School Diploma

- A Certificate of Good Health signed by a licensed Physician

- Knowledge and experience of computer hardware and software including installation, system and user support, computer networks and educational technology applications.

- Employment experience in computer/software support

REPORTS TO: Director of Special Education or his/her Designee

FUNCTION: To provide technology support services to Kendall County Special Education Cooperative (KCSEC) staff and programs.

RESPONSIBILITIES

Professional Performance Responsibilities: KCSEC Programs

A. Technology Assistant:

- 1) Computer workstation setup
- 2) Software installation and upgrade
- 3) Troubleshoot software, hardware, network trouble isolation and repair.
- 4) Phone support with various manufactures for diagnosis and ordering replacement hardware.
- 5) Installation of new software and upgrades of existing software across KCSEC facilities and classrooms.
- 6) Reload computer systems back to factory defaults.
- 7) Assist with inventory of hardware and software throughout KCSEC programs.
- 8) Assist with management of users/data for online IEP system.
- 9) Communicates with Director of Special Education or his/her designee as required re. record of mileage, hours, completion of assignments, etc.

B. Assistive Technology Assistant:

- 1) Use phone support with various manufactures for diagnosis of problems and to arrange for repair of assistive technology equipment.
- 2) Install assistive technology software.
- 3) Logging in assistive technology equipment to the inventory and maintain equipment tags.
- 4) Complete classroom inventories of assistive technology equipment and software.

- 5) Train on assistive technology software and devices.
- 6) Communicates as required with building Director of Special Education or his/her designee regarding software/equipment problems, task completion, etc.
- 7) Is flexible with hours as needed.

C. Completes all other duties as assigned by the Director of Special Education or his/her Designee

EVALUATION: Annually by the Director of Special Education or his/her Designee