



**David Douglas School District #40
Licensed Job Description**

JOB TITLE: Student Services - Assistive Technology Consultant

Reports To: Director of Student Services

Job Purpose Statement/s: To provide Assistive Technology (AT) consultation and assessment services to students; assist school personnel in identifying appropriate accommodations, modifications, assistive technology devices and services that allow students to benefit from their specially designed instruction; and, participate in regular education curriculum.

Essential Job Functions:

- **Lead** school based teams in planning and implementing AT assessment and service. Assist teams to make formal recommendations based upon the results of the AT assessment.
- **Provide** information to individual teams regarding the mechanics of incorporating AT into Individual Education Programs.
- **Prepare** and conduct in-services and workshops related to assistive technology devices and services; adaptive devices; appropriate teaching strategies; and/or, other accommodations and modifications.
- **Research**, identify, design, construct, and/or provide purchasing information about appropriate assistive technology devices.
- **Maintain** materials or equipment in the Assistive Technology Assessment library and make recommendations for the purchase of additional materials and equipment.
- **Confer** with parents, school building personnel, and others regarding assistive technology devices and services.
- **Support** schools or classroom-based teams in engineering environments to promote universal access across curricular areas.
- **Travel** to schools as scheduled to provide services to students and/or school personnel.

Other Job Functions:

- Remain current with developments in the assistive technology field by participating in continuing education opportunities.
- Train staff, parents and students in the use of various AT devices, including both hardware and software applications.
- Troubleshoot technical difficulties, provide technical assistance and perform basic maintenance on assistive technology equipment in the school setting.
- Program specialized software to meet requirements of specially designed instruction including adapting general education curriculum.
- Evaluate, assess and collaborate with staff on Assistive Technology (AT) needs, and complete written reports as necessary

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Skills, Knowledge and/or Abilities Required:

- Effective communication skills within the context of consultation services and team decision-making.
- Demonstrated excellent oral and written communication skills.
- Organization and time management skills.
- Ability to interpret or apply rules and regulations related to IDEA, relevant OARs, Section 504 or the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- Ability to facilitate team meetings and the decision making process.
- Training and experience in providing staff development.

Education Required:

Valid Oregon Teaching License with at least one of the following endorsements for K -12:

- Communication Disorders
- Speech Impaired
- Handicapped Learner
- Special Education, or

Valid Oregon State Board of Examiners license in one of the following areas:

- Speech Pathology
- Occupational Therapy

Two years' experience in selecting and using assistive technology devices including computer peripheral devices, related software, voice output communication aids and environmental access devices for children or adults with special needs.

Licenses, Bonding and/or Testing Required: Criminal Justice Fingerprint Clearance, valid driver's license with evidence of insurability and vehicle available for on-the-job use.

Ability to bill Medicaid.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated each year in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff. Reports to the Director of Student Services.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.