

Job Description

Job Title: Assistive Technology Service Provider
(Teacher, Special Programs)

Position Code:

Job Classification: Exempt

Supervisor: Coordinator of Assistive Technology

Pay Grade: 37

Contract Length: 220 Days

Job Summary

The Assistive Technology Service Provider (ATSP) is responsible for providing direct service to students, teachers and parents to support the acquisition, implementation and training for assistive technology (AT) assigned on an individual or classroom basis. Assistive technology is any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a student with a disability.

Essential Duties

1. Assesses student and classroom needs for devices, software and strategies.
2. Instructs students within the classroom to utilize assistive technologies to access the curriculum.
3. Provides direct service to referred students within their learning environment.
4. Collaborates with instructional staff for instructional planning, co-teaches, and models strategies with regard to effectively integrating technology into teaching and learning.
5. Collaborates with instructional supervisors on curriculum development with regard to technology integration.
6. Identifies technology integration competencies among instructional staff, in collaboration with school administrators, and delivers appropriate coaching, training, and resources to support the professional growth of individuals.
7. Provides training to direct service providers and parents of referred students.
8. Attends IEP/504 meetings.
9. Makes home visits to set up technology in the home if documented by the IEP/504 plan.
10. Maintains documentation of services provided.
11. Maintains documentation of equipment signed out to staff and students
12. Creates activities using technology to support Standards of Learning and IEP objectives.
13. Researches new technology integration techniques and resources for dissemination to instructional staff.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in assistive technology.
2. Maintains a current knowledge of technology integration strategies and effective instructional and coaching pedagogy.
3. Advises instructional staff on the use of various technology tools to aid content comprehension, differentiation, and remediation.
4. Supports the collaboration and communication among school and district staff through the management of electronic interaction venues, SharePoint, Canvas and video-conferencing.
5. Coordinates with school and technical support staff for timely reporting of equipment needing repair or other support issues, as well as for ensuring the smooth and successful deployment of new technologies.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree and Collegiate Professional License with endorsements in Special Education, and have satisfied technology requirements. Must possess at least 3-5 years classroom teaching experience, which includes using assistive technologies in the classroom. Must possess knowledge of accommodations and modifications for students with special needs to gain access to the general curriculum. Must possess the ability to coach and train teachers in the integration of assistive technologies into the classroom. Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth knowledge of computer instructional applications and curriculum development. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public. Must have demonstrated experience in the use of Microsoft, Google, Sharepoint and learning management systems, such as Canvas.

Working Conditions & Physical Requirements

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Coordinator of Assistive Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Assistive Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date