



Job Description

Job Title: **ParaEd, Assistive Technology**
 Job Family: **Paraeducator Specialists**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 2013**

Job Code: **060828**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 16**
 Work Year: **9 months**

SUMMARY: Assist in setting up assistive technology for students with special needs; make adaptations and assistive technology items for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist in making adaptations and assistive technology items for students with special needs as directed by an Assistive Technology Specialist. Duties may include creating adapted class materials and/or books, individual communication boards and schedules.	D	30%
2. Troubleshoot and repair assistive technology equipment: software such as Boardmaker, PixWriter, Co Writer, and hardware such as Intellikeys, DnyaVox, and Computers. Contact assistive technology companies for troubleshooting assistive technology equipment requested from Assistive Technology Specialist. Maintain assistive technology equipment, which involves replacing parts, shipping equipment back to companies, and maintain records of non-functioning equipment.	D, W	30%
3. Travel to different schools in the district, delivering and picking up equipment and loading software on request of assistive Technology Specialist.	W	20%
4. Maintain a log of completed projects for students, teachers, therapists, and paraprofessionals.	D	5%
5. Modeling the use of assistive technology equipment for school staff.	W	10%
6. Assist Assistive Technologist with data entry of equipment/software sites in database and tracking assistive technology equipment checked out to schools and personnel.	D	2%
7. Program assistive technology devices such as Vantage Lite, DynaVox, iPads, etc., as directed by Assistive Technology Specialist.	M	2%
8. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of two years experience in working with students with special needs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of students with special needs, useful adaptation in the classroom, and assistive technology.
- Operating knowledge of and experience with a variety of office equipment.
- Operating knowledge of specific assistive technology devices (DnyaVox, Vantage Lite, iPads), software programs (Intellitools, Co Writer) and multiple switches and accessories within 6 months after entering position.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Director	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate			X	
Copy			X	
Coordinate	X			
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	