

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Regional Local Assistive Technology Services Specialist

EMPLOYEE CATEGORY: 4/Instructional Specialist

QUALIFICATIONS:

1. Hold a Bachelor's Degree from an accredited educational institution.
2. Experience with and/or interest in educational technology and software.
3. Demonstrate the ability to:
 - A. Exercise good judgment and decision making.
 - B. Be honest and trustworthy.
 - C. Maintain a neat appearance.
 - D. Maintain confidentiality.
 - E. Be flexible in changing or demanding situations.
 - F. Be in good physical and mental condition.
 - G. Share and transfer technical knowledge and skills to others.

REPORTS TO: Executive Director of Student Services and Exceptional Student Services

JOB GOAL

Coordinate the LATS (Local Assistive Technology Services) program throughout the designated area.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Provide classroom support to ensure implementation and follow through as needed for assistive technology.
2. Provide technical assistance regarding assistive technology and its implementation.
3. Select appropriate measurement tools and assist in assessment of students for assistive technology needs.

Inter/Intra-Agency Communication and Delivery

4. Be knowledgeable about and implement each school district's assistive technology assessment procedures.
5. Be knowledgeable about federal and state regulations and policies related to the consideration and implementation of assistive technology in Florida Schools.
6. Lead the assessment teams in understanding what the student needs relative to his or her abilities, educational goals, and environmental factors that relate to the selection and delivery of assistive technology devices and services.
7. Establish effective communications and operational procedures with each school district.

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Employee Qualities/Responsibilities

8. Maintain current knowledge of assistive technology software and hardware to determine appropriate technology for system trials.
9. Keep accurate records and data to document student progress.
10. Keep accurate records on program delivery.
11. Communicate regularly and file timely records to fiscal agent.

System Support

12. Provide classroom support to ensure implementation and follow through as needed for assistive technology.
13. Provide technical assistance regarding assistive technology and its implementation.

PHYSICAL REQUIREMENTS: Light Work

Exerting 20 pounds or more of force occasionally and/or 10 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT: As determined per contract

Salary and benefits shall be paid with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by Executive Director of Student Services and Exceptional Student Services or at end of each contractual period. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: Negotiated Annually