

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ASSISTIVE TECHNOLOGY SERVICES SPECIALIST

Class Code: 1449

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under direction of the Coordinator of Assistive Technology, works in coordination with IEP teams to design and develop computer and non computer-based technological solutions to meet the educational needs of students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Designs, develops, coordinates, and conducts training programs for assistive technology services including: instructional objectives, course outlines, multi-media instructional materials, and reference manuals.
2. Trains district personnel, students, parents, and community members in the use of computer-based and non computer-based educational systems to support students with disabilities.
3. Researches, evaluates, recommends, and initiates the acquisition of computer-based and non computer-based technologies to support the individualized educational needs of students with disabilities.
4. Maintains the computer-based and non computer-based systems used by students and staff which support students with disabilities.
5. Designs and implements documentation of the maintenance of computer-based and non computer-based assistive technologies.
6. Conducts programs to train trainers.
7. Participates in computer access security control procedures.
8. Maintains the computer-training lab.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.
11. Surveys district and non-district sites to recommend computer based and non computer-based technologies.
12. Supervises, assigns duties, and may participate in the evaluation of the Technical Support Team.
13. Conforms to safety standards as prescribed.
14. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the development of training programs, the training of district personnel, students, parents, and community members in the use of computer-based and non computer-based educational systems to support students with disabilities. Involves working with IEP teams to determine student needs and to meet those needs by using commercially available, customized, or novel fabrications of technologies. Involves the maintenance of computer-based and non computer-based technologies that support students with disabilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to coordinate the design of, modify, fabricate, and implement unique computer-based and non computer-based educational technologies.
2. Ability to effectively communicate orally and in writing.
3. Comprehensive knowledge of the district's internal organization and administrative information systems.
4. Working knowledge of on-line computer system operation and the data communication interface to mainframe computers.

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5. Working knowledge of personal computer system operation, networking, and imaging of computers.
6. Working knowledge of personal computer system and commercial information/data processing software.
7. Ability to troubleshoot and remedy computer-based and non computer-based educational systems.
8. Ability to work with support, licensed, and administrative personnel.
9. Ability to motivate and instruct adults and students.
10. Ability to design, implement, operate, and maintain record-keeping systems.
11. Ability to learn and master the operation and application of new technology and automated information processing systems.
12. Ability to recognize hazards and apply safe work methods.
13. Ability to use personal computer desktop publishing software to create training materials.
14. Ability to plan, prioritize, coordinate, and organize work.
15. Ability to maintain accurate records.
16. Ability to work flexible hours or shifts.
17. Ability to exercise judgment as to when to act independently and when to refer situations to a supervisor.
18. Ability to maintain confidentiality as outlined in IDEA and FERPA.

POSITION REQUIREMENTS:

Education and Training:

1. Four year college degree including course work in computer science, or the equivalent of a combination of experience and computer programs training which could consist of seminars, workshops, self study, etc., plus;
2. Two (2) years progressively responsible experience in a position with emphasis on the use of computer technology, electronics, and information systems, and;
3. Two (2) years experience in fabrication, engineering, customization, industrial arts, or equivalent fields.

Licenses and Certifications:

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Five (5) years experience in working with adults and/or children with disabilities.
2. Experience in conducting seminars, workshops and training.
3. Possess physical and mental stamina commensurate with the responsibilities of the position.
4. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript.
3. Documentation of computer training programs.
4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Current copy of current driving history issued by the Department of Motor Vehicles.
6. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Offices, schools and other district facilities.

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally, 25-50 lbs., frequently, up to 25 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Exposure to heat when traveling from location to location to provide services.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Numerous educational technologies, various computers, printers, modems, telephones, fax machines, multi-media equipment, digital multi-meters, laser communication devices, CD/DVD burners, tools to create, fabricate, or modify (including tools for wiring and circuitry) metal, wood, or plastic, district-issued/personal vehicle, etc.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 855-5444.