

Job Description
Sedgwick County Educational Services Interlocal Cooperative #618

Assistive Technology Facilitator

Purpose Statement

The job of Assistive Technology Facilitator is done for the purpose/s of supporting the instructional process with specific responsibilities for delivering assistive technology services and devices to special education students; consulting, evaluating, modeling, and training staff, parents, and students on assistive technology and technology supports; maintaining equipment in a safe and functional operating condition; resolving immediate operational concerns; and researching new equipment technologies and software.

This job reports to Assistant Director.

Essential Functions

- Collaborates with a variety of personnel for the purpose of implementing and maintaining services and programs.
- Communicates with a variety of stakeholders (e.g. parents, teachers, students, etc.) for the purpose of evaluating situations, solving problems, and resolving communication issues.
- Conducts assessments and evaluations for the purpose of determining appropriate recommendations to augment student communication needs.
- Maintains a variety of files and records (e.g. inventory lists, audio tapes, student assessments, manuals, etc.) for the purpose of providing up-to-date information and historical record.
- Participates in a variety of meetings (e.g. IEPs, workshops, in-services, staff meetings, etc.) for the purpose of conveying and gathering information required to perform functions.
- Prepares a variety of written materials (e.g. reports, requisitions, evaluations, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Procures assistive devices, supplies, and materials (e.g. communication devices, writing tools, laptops, tablets, alternative keyboards, switches, etc.) for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to a variety of inquiries (e.g. teachers, staff, parents, students, etc.) for the purpose of providing information and direction.
- Schedules work assignments for the purpose of directing and implementing services in an efficient and timely manner.
- Serves as a liaison between teachers and technology department personnel for the purpose of facilitating communication between participants.
- Trains a variety of stakeholders in the use of assistive devices (e.g. teachers, staff, parents, students, other personnel, etc.) for the purpose of providing information to support student access to instruction rich environments through the use of technology.
- Transports a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing devices, materials, and supplies at school site and to bring equipment in for repairs.
- Troubleshoots assistive technology issues for the purpose of resolving operational issues and restoring services.
- Upgrades a variety of devices and software while working in collaboration with IT (e.g. computer equipment, software applications, other assistive devices, etc.) for the purpose of providing technology to ensure student access to curriculum and instruction.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; utilizing pertinent software applications; analyzing data; applying assessment instruments; and diagnosing equipment malfunctions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: technology needs of various disability groups; concepts of electronics, tools, and devices in assistive technology; and emerging technology.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; working under time constraints; strong written and oral language communication; organizing tasks; setting priorities; and problem solving.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License and Evidence of Insurability
KSDE License or appropriate State Agency

Clearances

FLSA Status
Exempt

Approval Date

Salary Grade