

**JOB DESCRIPTION**  
January 2021

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**ASSISTIVE TECHNOLOGY PROVIDER**

**General Purpose:**

An Assistive Technology (AT) Provider is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The AT Provider works as part of an interdisciplinary team within the Placer County Office of Education (PCOE) Assistive Technology Program. An AT Provider, in conjunction with a certificated/licensed staff member, assists in identifying appropriate assistive technologies for children with disabilities and supports Individualized Education Program (IEP) Teams in using appropriate assistive technologies in a variety of educational settings.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Maintains, organizes, labels and logs in inventory for the assistive technology loan library.
- Checks in and checks out equipment from loan library using proper procedures and documentation.
- Delivers, sets up and trains staff and family members on computer, software and other assistive technology devices, for a variety of programs/classrooms.
- Provides phone support and acts as a resource for trouble-shooting for educational staff.
- Serves as a resource to educational staff on adapting curriculum using various assistive technology supports.
- Prepares or directs the preparation of adapted, accessible curriculum materials.
- Programs/customizes or directs the programming/customization of augmentative communication systems in conjunction with the Speech-Language Pathologist and/or AAC Specialist.
- Troubleshoots which includes simple repair, solving problems, returning merchandise with vendors regarding equipment in loan library or at specific school sites.
- Handles all transfer or disposal of equipment and paperwork with appropriate PCOE staff.
- Assists with data collection and assessment for assistive technology needs for individual students.
- Assists in drafting written reports.
- Attends and participates in Individual Education Plan (IEP) meetings as a representative of the AT Program.
- Assists in the development of written materials to support information dissemination/staff development/training needs (e.g. product sheets, handouts).
- Participates in staff development/training activities related to AT across the Special Education Local Plan Area (SELPA) and region.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

## **ASSISTIVE TECHNOLOGY PROVIDER/PAGE 2**

### **Education:**

- Minimum of 45 college units.
- A Bachelor's degree is preferred.

### **Experience:**

- Any combination of training, education and experience, which demonstrates ability to perform the duties described above.
- Experience with students or groups of children.
- Experience with computer related/assistive technologies.

### **Knowledge, Skills and Abilities:**

- Knowledge of basic practices in first aid, CPR, universal precautions, blood borne pathogens and communicable diseases.
- Knowledge of principles and procedures of record keeping and reporting; alphabetical, numerical and subject matter filing systems; English usage, spelling vocabulary, grammar and punctuation; safe driving principles and practices.
- Skills necessary to perform technical tasks with a need to upgrade skills to learn new software programs and augmentative systems.
- Ability to obtain specialized training in the utilization of assistive technology devices and software with special student populations.
- Ability to operate a motor vehicle safely.
- Ability to communicate clearly and accurately, both verbally and in writing.
- Ability to problem solve and seek out assistance when needed.
- Ability to work independently.
- Ability to read and comprehend medical terms.
- Ability to understand and relate to students who have behavioral problems, learning and physical disabilities.
- Ability to adapt to individual needs of teachers and students, and work with interruptions.
- Ability to function as a contributing member of a collaborative team.
- Ability to maintain databases and tracking systems.

### **Required Testing:**

- Pass proficiency exam meeting requirement of No Child Left Behind (requirement waived if individual has an AA degree, has 48 units, or has passed the CBEST).

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess valid CPR Certification.
- Evidence of earning one of the following:
  - Certification from the Rehabilitation Engineering and Assistive Technology Society of North America and Assistive Technology Providers (RESNA/ATP).
  - A certificate in assistive technology applications received by a regionally accredited post-secondary institution.
  - Speech and Language Pathology Assistant License.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

## ASSISTIVE TECHNOLOGY PROVIDER/PAGE 3

### Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the job.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 32.5

Reviewed and Approved:

Supervisor: Jillian S. King Date: 2/22/21  
Human Resources: Colleen Slattery Date: 2/22/21