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## COORDINATOR, ASSISTIVE TECHNOLOGY NORTH ORANGE COUNTY SELPA

### Special Education Services Division

The mission of the Orange County Department of Education (OCDE) is to ensure that all students are equipped with the competencies they need to thrive in the 21st century. OCDE is a public education organization offering support services to 27 school districts and more than 600 schools and 20,000 educators serving over 500,000 students in Orange County.

**Our vision is that Orange County students will lead the nation in college and career readiness and success.** We play a supportive role in the fulfillment of this vision in collaboration with educators at all levels of student development and in partnership with families, businesses, and community organizations.

OCDE is looking for a dynamic individual to serve as the Coordinator, Assistive Technology for the North Orange County Special Education Local Plan Area (SELPA). This position will be responsible for the development and delivery of assistive technology training to local school districts and the internal special education program. This professional will conduct assessments of students and assist in the development of Individualized Education Program (IEP) goals as well as serve as a liaison to agencies that develop assistive technology training.

### ESSENTIAL FUNCTIONS/DUTIES

- Uphold the values and mission of OCDE while making meaningful professional contributions.
- Coordinate with SELPA and district special education directors to facilitate the delivery of training to assistive technology specialists (ATS).
- Provide and conduct student evaluations to determine student needs; recommend purchase of specialized adaptive equipment to meet student needs.
- Recommend purchase of electronic materials used in the adaption of assistive devices.
- Develop and maintain a computer database to track student Individualized Education Program information.
- Develop multimedia presentations to facilitate training using the computer and available technology.
- Present information regarding the use of technology in the classroom at conferences and meetings.
- Secure Federal, State, and local grant funding for Educational Technology Programs.
- Must demonstrate attendance sufficient to complete the duties of the position as required.
- Perform related duties similar to the above in scope and function as required.

### EMPLOYMENT STANDARDS

#### Successful Job Performance Requires Knowledge of:

- Standards of excellent service.
- Recent developments, current literature, and sources of information related to special education services, planning, and administration.
- Electronic equipment and how it can be modified for use by students with disabilities.
- Computers and computer applications used in school administration and classrooms.

- Computer database applications used in educational programs.
- Computer multimedia applications used in computer-based training programs.
- Principles of supervision, training, and performance evaluation.
- Various potential federal, state, and local funding sources.
- Basic procedures, methods, and techniques of budget preparation and control.
- Internet-based software applications.

**Successful Job Performance Requires Ability and Skill to:**

- Adapt specialized equipment to the needs of students with disabilities.
- Modify electronic equipment to be used by students with disabilities.
- Identify and recommend electronic equipment purchases according to student needs.
- Develop and deliver multimedia presentations using computer equipment.
- Present technical information to a wide variety of audiences.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education, Experience, and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Four years of responsible educational experience involving special education programs.
- Equivalent to a Master's degree from an accredited college or university with major course work in special education or a related field.

**Work Atmosphere Requirements:**

- Shift requirements are Monday through Friday with additional hours as needed for successful job performance.
- Workplace atmosphere is variably-paced with moderate pressure.

**Physical Ability to Meet the Following Requirements:**

- Perform the essential functions of the job and operate all required equipment.
- Reach from waist to, at, or above shoulder level; bend, stoop, push, pull, grasp, squat, twist, and kneel.
- Lift and carry up to twenty pounds.
- Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.
- Communicate and exchange information successfully in person, via e-mail, and by telephone.
- Travel countywide to a variety of sites within a reasonable time frame.

**Mental and Emotional Requirements:**

- Memorize to recall facts, figures, codes, instructions, and information, and to complete tasks in a timely manner.
- Concentrate under pressure to perform tasks and meet deadlines.
- Interact successfully with all those encountered through the course of work.
- Make independent decisions and respond to numerous requests, meet deadlines, and prioritize assignments.
- Meet accuracy and productivity requirements to perform the required tasks of the position.

This position description is intended to describe the general nature and level of work to be performed by an employee assigned to this position, and is not intended to provide an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

### **BENEFITS**

We provide a safe, caring, courteous, and professional environment that fosters collaborative work and individual development for our employees. OCDE offers generous, comprehensive, tax-free insurance benefits options to full-time members of the staff. Benefits may be prorated for employees working fewer than 12 months per year or less than full-time. Benefits packages include medical, dental, and vision care insurance for employees and their eligible dependents, and life insurance for employees.

### **APPLICATION AND SELECTION PROCEDURE**

Employment applications are accepted through online submission only. To apply, visit the OCDE website at [www.ocde.us](http://www.ocde.us) and complete an online application. Resumes will not be accepted in lieu of the application. If you do not have internet access, you may apply by using a computer at our Employment Center, located at 200 Kalmus Drive, Costa Mesa, CA 92628. The computers and scanner at the Employment Center are available for online applications Monday through Friday from 8:30 am to 4:00 pm. For further information, please call (714) 966-4919.

**There are supplemental questions in the application.** Please note that the Edjoin system will time-out after 20-minute period of perceived inactivity. To assist you in the preparation of your application, the supplemental questions are listed here. Your responses should be thoughtful and thorough, and within the limit of 5,000 characters or less. We recommend that you prepare your responses in advance of beginning the application.

#### **Supplemental Questions:**

- 1. Describe best practices in assessing for and using assistive technology devices in the classroom.**
  
- 2. Describe your experiences participating in Individualized Education Plans (IEP's) team meetings.**

Applications will be carefully reviewed. Those applicants with the most appropriate education, experience, and training will be contacted for an interview. All applicants will be notified of their application status via email.

Before receiving authorization to work in this position, the individual selected will be required to provide a current negative TB authorization, within the last 60 days, and submit fingerprints for the purpose of conducting a confidential background investigation and record check. The tests are arranged and paid for by OCDE.

The Immigration Reform and Control Act of 1986 requires employers to verify the employability of all new employees. Before the Department will finalize an offer of employment, the candidate selected will be required to show original documents which establish both the individual's identity and employment authorization. The candidate must also sign a statement under penalty of perjury regarding his/her employability.

**Notice to Applicants: If you require accommodation in the application process, please inform us.**

We reserve the right to reopen, readvertise, or delay filling this position.

AA/EOE/ADA