



JOB DESCRIPTION

Position Title:	Assistive Technology Support
Date Modified:	June 2016
FLSA Classification:	Non-Exempt, Hourly Instructional Faculty
Hours of work:	Monday – Friday, 10-15 hours/week (10 month)
Reports to:	Director of Assistive Technology
Position Purpose:	This position is responsible for assisting the Director of Assistive Technology in managing the Assistive Technology caseload, including record keeping, troubleshooting, and training. This part of the role is one day or equivalent per week.

Essential Job Duties/Responsibilities:

- Complete daily objectives as instructed by AT Director
- Assist in training students to utilize the tools of Read & Write Gold (RWG) and any number of assistive technology software programs that might be utilized in the classroom.
- Support and/or Lead whole class lessons incorporating assistive technology (AT) for specific or general class instruction.
- Coordinate with technology department in organizing and tracking AT hardware (including: laptops, laptop cases, iPads, chargers, headphones)
- Organize and keep up-to-date caseload check-sheets, scanned student loan agreements, student folders, QRI scores, and assessment documents
- Regularly check in with students on AT caseload for needs in regards to book downloads and software fluency
- Update and maintain parent email lists and assist in managing communications from parents, students, and faculty
- Support/Lead small or whole class reading groups
- Stay up-to-date on software/hardware updates and upgrades
- Attend conferences on newest AT advancements and strategies of utilization
- Faculty Meetings with the preparedness to discuss ongoing AT projects, goals, and updates

Qualifications/Skills

- Bachelors degree required
- School experience with knowledge of LD student population preferred
- Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.
- Ability to read and implement instructional plans. Ability to correspond with parents and administration



- Ability to effectively present information and respond to questions from administration, parent, students, staff members, and the general public as requested
- Ability to work with basic mathematical concepts
- Ability to solve practical problems
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to maintain effective relationships with students, parents, peers and administration
- Previous office or school experience preferred
- Displays proficiency in all related computer applications, including Microsoft Office programs, email and Internet, and Google Drive/Docs
- Must be highly organized, and able to communicate status of several ongoing projects on a moments notice
- Must be able to lead training sessions (small and large) regarding specific software programs
- Ability to maintain, organize, prioritize, and respond to a high volume of email

Physical Requirements and Work Environment

- Work in a high-paced, complex environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for limited periods of time.
- May work long hours for extended periods of time, including weekends and evening events.
- Be able to occasionally lift up to 75 lbs.
- Work in varied and extreme weather conditions, including extreme heat and cold.

The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.

Supervisor/Title

Date

Human Resources

Date

Head of School

Date