

## **Job Description**

**Position Title:** Assistive Technology Teacher

**Date Modified:** June 2017

**FLSA Classification:** Exempt

**Reports to:** High School Program Coordinator

**Position Purpose:** The Assistive Technology Teacher is responsible for the management of the classrooms which includes developing/modifying and implementing technology goals for the students, maintaining data and other instructional materials to meet IEP's goals. Assists in identification of Assistive Technology devices and services to allow students to access and benefit from their program of education. The AT Teacher makes recommendations regarding the purchase, repair and replacement of devices. Plus maintain an inventory of Assistive Technology Equipment.

### **Essential Functions:**

- Instructs teaching staff and students on the use of assistive technology devices/programs.
- Coordinates the delivery of assistive technology services with the classroom teachers, ParaEducators, Interveners and 1:1's.
- Participates in IEP/Team meetings assisting in identifying student needs, accommodations, evaluation needs and IEP development related to assistive technology systems.
- Consults with staff to incorporate technology into classroom lessons.
- Coordinates SETT meetings with LEA to acquire assistive technology for students.
- Maintains and makes recommendations for appropriate assistive technology for student.
- Prepares and conducts trainings for instructional staff related to assistive technology devices, teaching strategies and accommodations.
- Prepares and maintains accurate record of students IEP goals, collecting data, assessing and maintaining students record(s).
- Prepares weekly lesson plans and submits to Program Coordinator weekly.
- Keeps abreast of changing developments, trends, instructional and educational technologies.
- Perform other duties essential to the position as requested by the Program Coordinator.

### **Qualifications:**

- Bachelor's Degree in Education, PA Certified Teacher of the Visually Impaired.
- Certification in Assistive Technology preferred.
- Certification in Computer Technology preferred.
- Demonstrates good judgment and dependability.
- 1 - 5 years of experience with teaching technology to students who are visually impaired.
- 1 - 5 years of experience with working with assistive technology with all age ranges (K-12).
- Experience working in a school setting.
- Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns.

### **Physical Requirements and Work Environment**

- Requires prolonged standing, walking, stooping, twisting and squatting on a constant basis.
- Able to lift a minimum of 50 pounds.
- Repetitive motion of the finger, hands and wrist.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.