



William S. Hart Union High School District
Personnel Commission - Classified Employment
OPEN & PROMOTIONAL EXAM ANNOUNCEMENT - DUAL CERTIFICATION
Assistive Technology Specialist

Released: July 3, 2018

THE POSITION:

Assistive Technology Specialist is an 11 months per year, 8 hours per day position.

Salary Range 210: \$20.64 to \$24.06 hourly.

Under the direction of an assigned supervisor or supervising team (involving an occupational therapist, teacher and/or speech therapist), the Assistive Technology Specialist provides direct and indirect services to students who have been identified by the supervising specialists as needing to use personal computers, specialized software, augmentative communication, or other assistive devices to access their curriculum and progress towards becoming independent. Direct services performed by the Assistive Technology Specialist for students include familiarizing and training students and their classroom staff in how to use assistive technology devices and ongoing support in continued use of assistive devices. Indirect services to be performed by the Assistive Technology Specialist include collaboration in decision making with the supervising therapist(s) and/or teacher(s) of the Assistive Technology Team.

Applications are being accepted to establish an eligibility list and to fill one position at the Administrative Center's Special Education Department.

MINIMUM QUALIFICATIONS: Associates degree plus one year of experience working with students in general or special education and one year of experience with technology such as computers, software, alternative communication devices, assistive devices and/or durable medical equipment. Please refer to Pages 2 through 3 for complete job description.

Licenses and Certificates: Valid California Driver's License. Certification from the Rehabilitation Engineering and Assistive Technology Society of North America and Assistive Technology Provider (RESNA/ATP) or a District-approved certificate in assistive technology applications.

APPLICATION DEADLINE: OPEN UNTIL FILLED

EXAM PROCESS:

Qualifications Appraisal Interview (QAI): Applicants meeting the minimum qualifications will proceed to a QAI, date TBD.

Exam Weight: QAI – 100%

APPLICATION INSTRUCTIONS: Applicants must apply online at www.applitrack.com/hartdistrict/onlineapp. From the home page, go to the "External Applicants" section and select "Start an application for employment." (All applicants, **including District employees**, must use the External application.) A resume may be uploaded to the online application but will not be accepted in lieu of a thoroughly completed online application. If you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. On the "Vacancy Desired" section, select Job ID # 1636 (Assistive Technology Specialist). Applications submitted without a Job ID# will not be routed appropriately and will not be accepted. You must thoroughly complete and submit the online application. You will receive a confirmation email once your application has been received. **All correspondence (i.e., exam invitations, exam results) will be handled via email from mailbot@applitrack.com. Please update your email account to allow email from this sender.**

SCREENING PROCESS: Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of his/her qualification status via email within approximately one week of the application submission. If you do not receive an email within this time frame, please contact Tina Cermeno at 661-259-0033, ext 410.

ALL APPLICANTS:

A qualifying score must be achieved on all portions of the examination(s) in order to be placed on an eligibility list. Ranking on a list is determined by scores attained plus any applicable seniority or veteran's points. Certification of the top three ranks shall be those of the open and promotional eligibility lists who have the highest examination scores. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033, ext. 410.

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.

William S. Hart UHSD • 21380 Centre Pointe Parkway • Santa Clarita, CA 91350 • (661) 259-0033; Fax (661) 254-5313
www.hartdistrict.org (Job Opportunities/Classified)

Position: Assistive Technology Specialist	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, October 12, 2011 Revised: August 14, 2013	Salary Range: 210

Summary

Under the direction of an assigned supervisor or supervising team (involving an occupational therapist, teacher and/or speech therapist), the Assistive Technology Specialist provides direct and indirect services to students who have been identified by the supervising specialists as needing to use personal computers, specialized software, augmentative communication, or other assistive devices to access their curriculum and progress towards becoming independent. Direct services performed by the Assistive Technology Specialist for students include familiarizing and training students and their classroom staff in how to use assistive technology devices and ongoing support in continued use of assistive devices. Indirect services to be performed by the Assistive Technology Specialist include collaboration in decision making with the supervising therapist(s) and/or teacher(s) of the Assistive Technology Team.

Distinguishing Career Features

The Assistive Technology Specialist serves as a technical resource to the Assistive Technology team, training staff, students and families on the use of assistive devices, collaborating with the Assistive Technology Team, and maintaining knowledge of available materials and equipment.

Essential Duties and Responsibilities

- Administers formal and/or informal assistive technology assessments of students with high incidence disabilities.
- Collaborates in decision making with the supervising therapist(s) and/or teacher(s) of the Assistive Technology Team. Attends Individualized Education Program (IEP) meetings as necessary.
- Prepares assessment reports used for presentation to the IEP team.
- Recommends appropriate assistive technology, hardware and/or specialized software based on evaluation of students' needs.
- Trains staff, students and family on the use of assistive devices.
- Uses instructional techniques to assist students with special needs to access all facets of the curriculum.
- Provides assistive technology team staff with clerical and other supportive assistance.
- Prepares materials, schedules and folders for students; keeps records and completes forms.
- Assists teacher(s) in supervision of student activities in classroom and other learning environments and during emergency drills; contacts parents at instructor's request regarding student's progress or needs; confers with teachers and staff regarding student problems and progress; plans and schedules activities.
- Attends/assists with staff in-service and training meetings.
- Operates and maintains a variety of equipment including but not limited to personal computers, specialized software, printers, scanners, specialized communication devices, laminating machines and copy machines.
- Sets-up, troubleshoots, and may make minor repairs to assistive devices.
- Maintains, previews, orders, prepares and stores materials and equipment used in assistive technology services and demonstrations.
- Visits vendors' facilities/conferences/continuing education opportunities to view materials and

equipment, learn about updates and changes or to obtain service or repairs.

- Collaborates with school staff and technology department regarding the installation, licensing and maintenance of assistive technology used at each school site.
- May assist designated students with note taking or organizing materials.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Current technology, usage and functions of assistive technology devices, computers and computer systems, hardware, peripherals and specialized software.
- Child growth and development.
- Educational and developmental needs and behaviors of students with special needs.
- Principles of supervision and motivation used with students with special needs.
- General goals and objectives of the special education program.
- English grammar, syntax, spelling and punctuation.
- Basic math, record keeping, use of basic office equipment.
- Technical knowledge of IBM-compatible computers and specialized communication devices.
- Internet function and access, including downloading available resources, standard database programs.
- Classroom procedures.

Abilities

- Establish rapport with student age group to which assigned.
- Understand and appropriately respond to the needs of special education students.
- Communicate effectively in writing and orally to make presentations.
- Establish and maintain effective relations with co-workers and others.
- Understand and follow oral and written instructions.
- Adapt quickly to changing situations.
- Describe application of assistive technology materials and equipment to users with minimum technical background sufficient to enable users to work independently.
- Screen students to identify need for assistive devices.
- Manage work time and comply with work schedules.
- Obtain and convey information by phone between vendors, assistive materials and equipment technicians and staff.
- Compile data and maintain accurate records.
- Recognize scope of authority and use good judgment in exercising initiative.

Physical Abilities

- Bend, stoop, kneel, otherwise move limberly and/or lift and hold equipment (up to 50 lbs.) to set up, reconfigure and/or re-locate/transport assistive technology devices for students.
- Dexterity of hands and fingers to operate a computer keyboard, alternative communication devices, assistive devices and/or durable medical equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.

Education and Experience

Associates degree plus one year of experience working with students in general or special education and one year of experience with technology such as computers, software, alternative communication devices, assistive devices and/or durable medical equipment.

Licenses and Certificates

Valid California Driver's License. Certification from the Rehabilitation Engineering and Assistive Technology Society of North America and Assistive Technology Provider (RESNA/ATP) or a district-approved certificate in assistive technology applications.

Working Conditions

Work is performed indoors and outdoors with some, yet infrequent, exposure to health and safety considerations. The position is subject to driving between sites.