

Solano County
Office of Education

JOB TITLE: Assistive and Instructional Technology Student Programs Support Specialist

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Assists county office programs to improve educational opportunities for students at-risk, low-performing, and students with disabilities through the use of technology and technology-based instructional and information resources. Provides facilitation, student training, coaching support, staff development, and technical assistance to students and county office staff.

JOB REQUIREMENTS AND QUALIFICATIONS

Valid California driver's license.

A minimum of two to five years of experience using assistive or instructional technology in a PreK-12 environment.

Experience providing professional development to teachers and administrators.

A general education credential, special education credential, or speech and language credential is preferred.

ESSENTIAL DUTIES

Plans, organizes, coordinates, and conducts training for identified students in the use of adaptive equipment and computer-based instruction.

Provides ongoing support to students at-risk, low-performing, and students with disabilities, using adaptive equipment and computer-based instruction.

Plans, organizes, coordinates, and conducts staff development in the effective use of adaptive equipment and computer-based instruction for students at-risk, low-performing, and students with disabilities.

Provides training on standards-based technology learning resources and their relationship to adopted alternative standards using technology.

Keeps informed of current trends in emerging technologies and equipment changes, in order to enhance the educational program for students at-risk, low-performing, and students with disabilities, using assistive or instructional technology to support their learning needs.

Establishes and maintains clear communication and cooperative working relationships with staff and parents through announcements, correspondence, e-mail, telephone communication, and attendance at meetings.

Provides support for the effective use of technology resources included with state adopted texts and adopted curriculum guidelines.

MARGINAL DUTIES

Performs other duties as assigned within the scope of Assistive and Instructional Technology Student Programs Support Specialist.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing(15%) Walking(25%) Sitting(60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs.(0-40) Lifting (2) Bending(2)

Pushing and/or Reaching Kneeling or

Pulling Loads(1) Overhead (1) Squatting(3)

Climbing Stairs(2) Climbing Ladders(1)