



Leadership • Collaboration • Support

**JOB TITLE: Assistive Technology Assistant**

**CSEA Salary Schedule Range 18**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Serves the Assistive Technology (AT) Department in the delivery of assistive and instructional technology services and equipment to special education students throughout Solano County.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- High school diploma or G.E.D. equivalent.
- Experience with students with special needs is preferred.
- Experience with iOS -based systems.
- Experience with Windows-based systems.
- Experience with Communication and Academic software applications, and interactive whiteboard and Smart surfaces.
- Experience with inventory management and control.
- Ability to teach and model technology access tools to adults and students.
- Ability to establish and maintain effective working relationships with County Office personnel, School District personnel, outside agencies, and parents.

**ESSENTIAL DUTIES**

- Delivers, installs and picks-up Assistive and Instructional Technology equipment and materials from school sites.
- Completes basic equipment troubleshooting procedures in the field.
- Collects and records data on equipment status.

- Installs software programs on student’s computers at school sites.
- Arranges for equipment repairs.
- Assists in inventory control procedures of AT equipment.
- Conducts individual and small group training on equipment and software operations.
- Conducts Internet searches for product information and prices.
- Creates and edits augmentative communication boards, books, and device overlays using graphics editing software.
- Creates and edits on-screen communication pages for both computer and portable augmentative communication devices using appropriate software and applications.
- Creates and edits simple instructional software programs adapted for alternative access users using appropriate software and applications.

**MARGINAL DUTIES**

- Observes and records student use of augmentative communication or adaptive equipment using provided protocols.
- Collects data on student’s performance and abilities.
- Performs related duties as required.

**SUPERVISION RECEIVED**

Employees in this classification receive general supervision within a framework of standard policies and procedures.

**SUPERVISION EXERCISED**

None

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (70%)                      Walking (20%)                      Sitting (10%)

Body Movement (Frequency):

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

Lifting – lbs. (0-40)

Lifting (4)

Bending (4)

Pushing and/or  
Pulling Loads (4)

Reaching  
Overhead (3)

Kneeling or  
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (1)