

Sparta Area School District

Article 236- Specifications for the Assistive Technology Support Staff

QUALIFICATIONS:

1. High School Diploma or equivalent (Technical Degree or Certification preferable)
2. Have proven knowledge of functional, operation and capabilities of a variety of hardware, software and peripherals.
3. Ability to communicate effectively, both orally and in writing.
4. Telephone and organizational skills.
5. CPR/First Aid certified (preferred).
6. Additional training may be required depending on position provided by the district.

The Assistive Technology Support Staff shall be contracted by the Board of Education on a nine month basis and must possess a valid Wisconsin Drivers License.

The Assistive Technology Support Staff is under the direct supervision of the Director of Technology and Director of Pupil Services.

The Assistive Technology Support Staff shall:

1. Research existing and new Assistive Technology developed for use in K-12 education; review relevant literature and computer programs.
2. Liaison with Director of Technology. Collaborate with the staff of the Sparta Area School District as well to identify students who may benefit from Assistive Technology
3. Assist in the development of written "How to" documents which reflect specific or integrated use of adaptive technology.
4. Advising staff on supporting students with disabilities using technology or on making services more accessible.
5. Attends various professional conferences, trade shows, and reads journals to stay abreast of latest technology improvements.
6. Participates as member of assessment team to evaluate student capabilities and environment demands to prescribe the appropriate intervention (assistive technology).
7. Act as a resource to instructional staff in the use of technology hardware, software and peripherals.
8. Analyze local utilization of assistive technology applications.
9. Serve in a supportive role for District Computer Technicians.

10. Engage in the role of capacity building in areas of Universal Design.
11. Develop and maintain a supportive role for staff in the area utilization of assistive software and hardware. Work One-to-one with students using assistive software and hardware.
12. Demonstrate courteous and professional treatment of all students, parents and employees of the Sparta Area School District.
13. Attends internal and external educational programs and professional meetings as available for continuing professional education.
14. Serve as a contributing member of the Sparta Assistive Technology Committee.
15. Perform such other duties as assigned by the Director of Technology.

Legal Reference:

Cross Reference: Sparta Area School District Educational Assistant Evaluation (form)
Educational Assistant Guided Improvement Plan (form)

Approved: November 27, 2007

Revised