

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – ASSISTIVE TECHNOLOGY

REPORTS TO:
Exceptional Student Education Specialist

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Master’s degree from an accredited college or university. State certification in Exceptional Student Education or a related field. Five (5) years of related professional experience in assistive technology, including Prek-12. Demonstrated knowledge of best practices in assistive technology in an educational setting.

MAJOR FUNCTION

Assists the ESE Specialist with overall coordination of assistive technology services to students.

ESSENTIAL RESPONSIBILITIES

- Promotes the consideration of assistive technology needs for all students in the IEP process
- Facilitates the assessment of assistive technology needs for all students in the IEP process
- Provides guidance in the detailed documentation of assistive technology in the IEP
- Provides guidance in the implementation of assistive technology
- Promotes progress monitoring of assistive technology effectiveness
- Assists in the provision of professional development for assistive technology
- Disseminates assistive technology procedures and guidelines
- Guides service providers in understanding their role regarding assistive technology
- Demonstrates the competencies needed to support quality assistive technology services
- Evaluates existing district assistive technology services and makes modifications as needed
- Keeps inventory of equipment
- Assists the extended school year program in providing the necessary assistive technology for students
- Collaborates with the Department of Education regarding implementation of state and regional initiatives
- Develops and implements a plan for personal professional development to include up-to-date research in the field
- Participates in relevant professional organizations and conferences throughout the year
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 09/11/16 CH; BOARD APPROVED: 10/25/16

COORDINATOR, OTHER – ASSISTIVE TECHNOLOGY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other – Assistive Technology - INS