

**Old National Trail Special Services Interlocal
1 N Calbert Way Suite B
Greencastle, IN 46135
1-765-653-2781**

JOB DESCRIPTION

Coordinator for Assistive Technology

POSITION TITLE: Coordinator for Assistive Technology

STATUS: Stipend Position-----\$2,000

MINIMUM QUALIFICATIONS and CREDENTIAL REQUIREMENT:

1. Bachelor's Degree
2. Knowledge of tools of evaluation and low-high tech assistive technology
3. Good organizational, communication and technology skills
4. Pass criminal history check
5. Remain free of any alcohol or non-prescribed controlled substances in the workplace throughout his/her employment by the interlocal

SUPERVISED AND EVALUATED BY: Director, Assistant Director, Education Coordinator, Building Principal, or designee.

SCHEDULED REVIEW: As per the ONTPA contract and ONTPA evaluation plan.

ESSENTIAL FUNCTIONS: The Coordinator for Assistive Technology Services will provide students with disabilities appropriate services and assistive technology tools designed to provide educational benefit in academic, emotional, communicative and/or social domains. Collaborate to develop and/modify curriculum and other instructional materials to meet Individual Education Plans(IEPs).

Employee in the performance of the assigned duties shall:

Program Supervision:

1. Assist students with disabilities for the need of assistive technology to access curriculum.
2. Assess/conduct trials for students with non-verbal or limited communication on various communication systems to determine the most appropriate mode of communication for that student.
3. Create and maintain a referral system.
4. Track student use of assistive technology and collect data.
5. Assist and consult with teachers and other personnel in the implementation of assistive technology devices.

Collaboration with Schools:

1. Counsel and involve parents as team members in the implementation of the interventions.

2. Collaborate with classroom teachers to plan and implement appropriate interventions and oversee the implementation of each child's assistive technology device.
3. Work collaboratively with assigned supervisors (Education Coordinators).
4. Provide professional staff development and parent training to help school personnel and parents utilize assistive technology tools for students.
5. Consult with ONT area personnel and outside resource personnel regarding education, social, communication, and personal needs of students.

Other Responsibilities:

1. Participate in professional development activities to improve skills related to assistive tech.
2. Respond to communication and requests in a timely manner.
3. Maintain a weekly log of professional activities and review, as requested, with the Director of Special Education, Assistant Director, or designee.
4. Attend IEP/504 Meetings.
5. Maintain confidentiality of student records.
6. Assume all other duties and responsibilities that are appropriate to the operation of Old National Trail Special Services as may be assigned by the Director of Special Education.

Received by: _____

Date: _____

(v. 1/29/2020)