



JOB TITLE	DEPARTMENT	REPORTS TO
Assistive Technology Assistant Grant Funded	Exceptional Student Education and/or FDLRS	Director of FDLRS

Position No: 61099	Length of Work Year: 12 Months
Salary Schedule: C15	Date Approved: 6/27/00
FSLA: Non-exempt	Date Revised: 2/12/13

JOB GOAL
To assist Assistive Technology Consultants in recording data, preparing and producing materials, performing follow up, tracking inventory, and performing a variety of other tasks that will benefit teachers and students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Two-year associate degree preferred and/or experience in field of education and/or computers. 2. Ability to follow detailed instructions. 3. Ability to work effectively with others. 4. Ability to work with a variety of equipment. 5. Possess good organizational skills. 6. Ability to word-process. 7. T.A.B.E. test or successful completion of one (1) year college work. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist Assistive Technology Consultants with duties. 2. To assist in recording, charting, and/or keeping data relative to a student's performance. 3. To assist ESE teachers to develop materials and to engineer a classroom conducive to learning. 4. To assist in maintaining records, mailing lists, databases, and inventories. 5. To prepare newsletters for mailing. 6. To shelve, file, and duplicate materials. 7. To assist in preparing the adaptations to curriculum and materials. 8. To assist in production and maintenance of training materials. 9. To assist with projects and directly assist in workshops and seminars when appropriate. 10. To assist Assistive Technology Consultants with technology and any necessary follow up. 11. To perform tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To perform other duties and assume other responsibilities as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less; Infrequent lifting and carrying of objects weighing 21-50 pounds; Frequent walking and/or standing is required to carry\ our duties.