

Assistive Technology Consultant

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Assistive Technology Consultant

**Department:** Instruction

**Grade:** Teacher Salary Schedule/260 days

**Job Description**

**Date Reviewed:** October 2014

**Reports To:** Director of Exceptional  
Children Services

**Purpose of Job**

Conduct assistive technology evaluations; order, inventory, and maintain AT equipment, train staff on individual student needs and provide professional development/training for staff in general. Work in concert with members of the multidisciplinary team to assist students in accessing and using appropriate technology to pursue transition goals and remain in less restrictive environments.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Works cooperatively with members of the multidisciplinary team in assessing and evaluating assistive technology needs.

Evaluates the student's ability and formulates an assistive technology profile through a variety of functional assessments, skilled observation, checklists, histories, and interviews.

Selects or designs appropriate assistive technology devices for the student.

Re-evaluates the student periodically to check progress and make changes if necessary.

Participates in multidisciplinary meetings to review results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals.

Educates student, educational personnel, and family in use of assistive technology.

Monitors and reassess the effects of assistive technology and the need to continue, modify or discontinue the use of assistive technology.

Routinely checks the appropriate usage of assistive technology devices and communicates findings to principals and appropriate others.

Maintains current inventory of assistive technology equipment within the district.

Assesses inventory and repairs or replaces equipment as needed.

Assists in budget preparation and selection of supplies, materials and equipment.

Undertakes continuing professional study in the area of assistive technology.

Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.

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Pursues alternate sources of funding to supplement the assistive technology program and oversees programs and equipment purchased with said funds.  
Performs such other tasks as may be assigned.

### **Additional Job Functions**

Performs other duties as required.

### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

- A Bachelor's degree from an accredited college or university.
- Demonstrated knowledge of wide range of assistive technology utilized in classrooms with special needs students.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Assistive Technology Consultant. Has general knowledge of Assistive Technology Consultant practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Assistive Technology Consultant .

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Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE**: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistive Technology Consultant.

**VERBAL APTITUDE**: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE**: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE**: Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION**: Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY**: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION**: Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT**: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION**: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE**: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**