

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ASSISTIVE TECHNOLOGY ASSESSOR

Job Purpose

Serves in the Division of Special Education to provide assistive technology evaluation and consultation services for students with disabilities in order to facilitate the students' access to curriculum.

Responsible to

Responsible to Coordinator, Instructional Technology and Assistive Technology or designee

Subordinates

None

Functions

Essential Functions

1. As part of a multi-disciplinary assessment team, evaluates individual students to determine their functional level and need for assistive technology and/or specialized equipment and services.
2. Provides written assessment reports, participates as a member of the IEP team, and serves as the assistive technology expert at informal due process meetings, mediations, and hearings when necessary.
3. Identifies devices and applications to address students' assessed needs to facilitate access to instructional programs.
4. Assists in equipment selection, ordering, delivery and set-up; provides training and consultation to students, school staff and parents regarding equipment use.
5. Serves as a resource for school site staff; plans and implements professional development for staff focused on the integration of technology to address Universal Design for Learning (UDL) and Multi-Tiered Systems of Support (MTSS) for student access to the curriculum.
6. Participates in the ongoing program development including evaluation, selection, and implementation of new technology to address student needs through a multi-tiered framework for instruction, intervention, and support.
7. Assists in the maintenance of assistive technology resources inventory, including equipment provided to students.
8. Provides timely documentation and reporting of assistive technology supports and services to eligible students with special needs.
9. Plans and implements opportunities and activities for parents and school staff to increase participation in programs and support of the use of technology by students.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the UTLA/LAUSD Agreement.

Qualifications

Education

Required

1. An earned bachelor's degree from a regionally-accredited college or university.
2. At least two semester units of specific and two semester units of general course work in multicultural education or equivalent study.

Experience

Required

At least five school years of successful full-time service in a certificated position(s).

NOTE: For definitions of years of service, refer to Policy Guide E23.

Desirable

1. A certificate in assistive technology applications from an accredited college or university.
2. Experience with a wide range of assistive technology instructional and productivity software and specialized hardware.

Credential

1. A California credential or combination of credentials authorizing teaching service at the elementary or secondary level and/or in special education must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. English Learner Authorization

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of and experience using instructional technology applications in the classroom.
2. Knowledge of current trends, literature, and best practices in the use of instructional technologies in the classroom.
3. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
4. Ability to work in a collaborative capacity with personnel from a variety of services and background.
5. Ability to communicate effectively with students, parents, and other District personnel individually and in groups.
6. Ability to work effectively with all racial, ethnic, linguistic, disability and socio-economic groups.
7. Ability to organize, prioritize and manage time for self and others.
8. Ability to compose clear and concise written communication using word processing applications.
9. Mobility to travel to other sites/locations throughout the District.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Status

Permanent certificated employee of the Los Angeles Unified School District.

Special Requirements

A valid California Driver License and the use of an automobile.

NOTE: This is a Special Services Salary (D) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH