

# Director I, Assistive Technology Services

## Position Details

Job Code: U7100

Reference Code: A308

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible to coordinate the planning, organization, and implementation of assistive technology services for special education students as required by the Individuals with Disabilities Act (IDEA) 101-476. This position is directly responsible to the Director, Auxiliary Instructional Services, Student Services Division (SSD).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assume responsibility for the assistive technology inventory of devices and software.
2. Design the service provision model and procedures of Assistive Technology Services to meet the needs of students, teachers, related service personnel, parents/guardians, and community organizations with disabilities in the Clark County School District.
3. Serve as a liaison between the District and community agencies that relate to technology.

4. Ensure appropriate assistive technology equipment and services are ordered, inventoried, and delivered in a timely, equitable and cost efficient manner for use to appropriate students and programs.
  5. Ensure timely repair and replacement of equipment.
  6. Serve as coordinator of the of the Itinerant Instructors and Assistive Technology Computer Specialists in the development of guidelines and administration of assistive technology services in accordance with federal law, state policy, District standards and Best Practice.
  7. Maintain knowledge of current assistive technology devices to maintain or improve functional capabilities of individuals with disabilities.
  8. Attend meetings and conferences regarding students and assistive technology needs.
  9. Provide Special SSD personnel with information regarding current research in assistive technology.
  10. Provide in-service training or technical assistance for staff, Itinerant Instructors,
  11. Assistive Technology Computer Specialists, students, parents/guardians, teachers, related service personnel, community organizations, to support the successful integration of assistive technology.
  12. Identify and access appropriate community resources.
  13. Act as a liaison to parents and community agencies regarding District assistive technology services.
  14. Participate in SSD's technology planning.
  15. Work with various CCSD departments to identify student needs and focus on Universal Design for Learning and accessible technology for all students.
  16. Advise in the selection and determination of assistive technology or accommodations necessary for CCSD personnel to be successful in performance of their jobs.
  17. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of laws and regulations that govern the education of students who are in need of additional supports to meet District and state standards.
2. Working knowledge of public law (P.L.) 94-142.
3. Broad knowledge base of technology and applications of technology for students with disabilities.
4. Knowledge of Individuals with Disabilities Education Act (P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).

5. Thorough working knowledge of federal, state, and local mandates.
6. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities, early childhood education, and gifted education.
7. Knowledge of curriculum and how to individualize/modify general standards.
8. Knowledge of technology and its unique professional learning and implementation needs.
9. Knowledge of Best Practice in special education.
10. Knowledge of disability including diagnoses, implications, challenges, seating and positioning, access, etc.
11. Knowledge of Assistive Technology hardware, software, and devices and service delivery models.
12. Knowledge of disability and its impact on education.
13. Knowledge of community resources, specific to transition of students with disabilities.
14. Demonstrate mental and physical stamina commensurate with the responsibilities of the position.
15. Demonstrate high level of self-confidence, initiative, self-direction, and problem-solving skills.
16. Ability to work cooperatively and collaboratively in order to conduct all aspects of the position of assistive technology.
17. Ability to communicate clearly, both verbally and in writing.
18. Ability to direct and supervise and support a culturally diverse department of service providers.
19. Ability to understand, articulate, and work towards the mission and vision of the District.
20. Ability to evaluate, use data to guide practices, and develop areas of focus to address the needs of a multitude of service providers, groups, and individual.
21. Ability to evaluate new technologies and/or protocols to determine effectiveness and possible applications to support students and instructors.
22. Ability to develop, utilize, and interpret data collection systems to evaluate program progress and effectiveness and determine appropriate adjustments/changes to services based upon that data.
23. Ability to develop, implement, and evaluate consistent, equitable, effective and efficient services, in accordance with law and Best Practice, based on needs of constituents.
24. Ability to provide leadership in determining best practice instructional models for students with disabilities. Ability to provide oversight to ensure that students receive all aspects of Assistive Technology devices and services as prescribed by the Individual Education Program (IEP).

25. Ability to plan and conduct ongoing professional learning opportunities for teachers, related service personnel, aides, community members, parents/guardians, and administrators.
  26. Ability to develop, monitor, and manage a budget to address all acquisition, repair, professional learning, evaluation, etc., of Assistive Technology.
  27. Ability to collaborate with the Office of Compliance and Monitoring regarding compliance issues and provide necessary support to remedy the non-compliance.
  28. Ability to utilize disciplinary measures as a means of correcting behaviors. Ability to unite and motivate a diverse staff around the vision and mission of CCSD, SSD, and Assistive Technology Services.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

### **Experience**

Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K–12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

### **Preferred Qualifications**

1. Demonstrated knowledge and experience with assistive technology applications for computers, communication devices, and other necessary adaptive equipment.
2. Demonstrated background in curriculum modifications.
3. Experience relating to the education and service delivery to students with disabilities.
4. Experience in a rehabilitation setting.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/06/23
- Created: 11/13/08