Assistive Technology Services Specialist I

Position Details

Class Code: 1450
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 50 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under the general supervision of the Assistive Technology Services Specialist II, customizes computer/non-computer-based technological solutions to meet the educational needs of students with disabilities in coordination with Individualized Education Program (IEP) teams.

Essential Duties and Responsibilities

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

1. Under general supervision, develops, coordinates, and conducts assistive technology training programs, including instructional objectives, course outlines, multimedia instructional materials, and reference manuals.
2. Provides support to Clark County School District (CCSD) personnel, students, parents/guardians, and community members in accessible educational systems.
3. Makes decisions regarding technology solutions, troubleshooting, and appropriate reinforcement of technology skills while working with students and staff.

4. Researches, evaluates, recommends, and initiates the acquisition of computer/non-computer-based technologies supporting IEP students with disabilities.
5. Communicates with vendors, outside organizations, and supporting second-level personnel.
6. Maintains competency in current operating systems, desktop computer hardware, and peripherals used in the CCSD.
7. Maintains the computer/non-computer-based systems used by students and staff who support students with disabilities.
8. Documents maintenance of computer/non-computer-based assistive technologies.
9. Meets with departmental representatives to discuss existing computer operations and future requirements.
10. Performs computer hardware/software installation and upgrades.
11. Monitors/maintains assistive technology inventory in compliance with CCSD procedures; advises on necessary purchases.
12. Maintains records/reports (job records, work orders, inventory supply, materials requests, etc.).
13. Sets up and maintains touchscreen devices, including security systems; previews, installs, updates, and trains on apps; monitors touchscreen device usage.
14. Works with department staff to define/implement interfaces; ensures that browsers and other clients interact properly with required assistive technology software and database systems.
15. Previews, selects, and trials touchscreen devices' accessibility accessories to support students with physical disabilities.
16. Modifies and installs commercially available technologies to allow for physical access to computer/non-computer-based technologies for students with disabilities.
17. Sets up and maintains servers, computers and non-computer-based technologies.
18. Assists in diagnosing computer system malfunctions; coordinates and implements repairs.
19. Provides operational support for purchased software.
20. Performs field support at CCSD schools, offices, or other locations as directed.
21. Guides/assists peers and technicians.
22. Supports student/staff accessibility measures in coordination with site-based technicians, User Support Services, Networking Services, etc.

23. Assists in providing support activities with other department (equipment repair, telecommunications, supplies/equipment, elementary/secondary education, schools, etc.).
24. Participates in computer access security control procedures.
25. Maintains the computer training lab and related assistive technologies.
26. Images computers.
27. Accesses and installs Networking Services resources.
28. Repairs assistive technologies and assigns Beyond Economic Repairs (BERs) in compliance with CCSD procedures.
29. Conforms to safety standards as prescribed.
30. Performs other tasks related to the position as assigned.

Distinguishing Characteristics

Involves collaborating and supporting CCSD personnel, students, parents/guardians, and community members in using accessible educational systems to support students with disabilities. Works with IEP teams to determine and meet students' needs with commercially available, customized, or novel technologies. Maintains assistive technologies that support students with disabilities and facilitates the administrative needs of Assistive Technology Services and Vision Services personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Comprehensive knowledge of the CCSD's internal organization and administrative information systems.
2. Working knowledge of online system operations and communications.
3. Knowledge of computer operations, networking, and imaging.
4. Knowledge of commercial information/data processing software.
5. Knowledge of touchscreen devices, applications, Volume Purchase Program, and device deployment/management.
6. Knowledge of the CCSD's directory services, server operating systems, and backup/imaging systems.
7. Knowledge of CCSD procedures, including BER, inventory, asset tracking, etc.
8. In-depth knowledge of assistive technology devices and software such as Dynavox, touchscreens, Proloquo2Go, augmentative communication devices, switches, mounts, low vision and blind-specific devices, word processors, etc.

9. Ability to design applications for instructor, parent/guardian, and community member support.
10. Ability to support the use of unique computer/non-computer-based educational technologies.
11. Ability to communicate effectively, verbally and in writing.
12. Ability to troubleshoot and remedy accessible educational systems.
13. Ability to work with support, licensed, and administrative personnel.
14. Ability to motivate/instruct students and adults.
15. Ability to implement, operate, and maintain recordkeeping systems.
16. Ability to learn and master the operation/application of new technology and automated information processing systems.
17. Ability to create training materials with desktop publishing software.
18. Ability to plan, prioritize, coordinate, and organize work.
19. Ability to maintain accurate records.
20. Ability to work flexible hours/shifts.
21. Ability to judge when to act independently and when to refer situations to a supervisor.
22. Ability to maintain confidentiality as outlined in the Individuals with Disabilities Education Act and the Family Educational Rights and Privacy Act.
23. Ability to work with vendors to preview and recommend assistive technologies to support students with disabilities.
24. Ability to recognize and report hazards and apply safe work methods.
25. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Three (3) years' work experience in computer technology, electronics, and information systems or experience in customization, low vision and blind-specific technology, or assistive technology; or,
    Two (2) year college degree from an accredited college or university, including coursework in computer technology, electronics, and information systems, or an equivalent combination of experience and training, such as seminars, workshops, self-study, etc.; and one (1) year work experience in computer technology,

electronics, and information systems, or experience in low vision and blind-specific technology customization, or assistive technology customization.

Licenses and Certifications

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Five (5) years' experience working with adults and/or children with disabilities.
2. Experience in conducting seminars, workshops, and trainings.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Documentation of computer technology training (seminars, workshops, self-study, etc.), if applicable.
4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
6. Safe driving record.
7. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD offices, schools, and other CCSD facilities.

Work Environment

Strength

Sedentary/medium - exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, assistive educational technologies, computers, printers, modems, telephones, fax machines, multimedia equipment, digital multi-meters, laser communication devices, compact disc/digital versatile disc burners, and tools to create, fabricate, or modify (including tools for wiring and circuitry) metal, wood, or plastic, etc.

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, 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

- Created: 03/05/25