



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Assistive Technology Consultant
Reports To: Director, WoodsEdge Learning Center
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 07/2011
Last Revised Date: 07/2011

Summary:

Provide assessment, consultation to students, staff and parents in assistive technology, to support student access to learning materials.

Essential Duties and Responsibilities:

- Assess students' strengths and areas of need in relation to accessing the general curriculum using assistive technology to support learning
- Confer with parents, administrator, testing specialists, social worker, and others to develop individual
- assistive technology plans for students
- Prepare/suggest data collection systems for school staff to use to determine the effectiveness of the technology
- Explain the purpose and processes regarding the use of assistive technology in schools to school personnel and parents. Work with special and general education teachers in providing appropriate technology and educating the staff and parents regarding use of equipment
- Coordinate services between special and general education staff
- Stay current with new technology available
- Attend and participate IEPT meetings
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Four-year degree in a related field such as Special Education; Psychology; Speech and Language Pathology. Minimum of 3 years' experience with assistive technology and consulting.

Certificates, License, Registration:

Special Education Teacher Certification.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Communicate effectively through speaking, listening, and writing
Work in a team-oriented fashion as well as independently
Keep administrator abreast of activity
Ability to efficiently use computer and applicable software
Use problem solving skills and sound judgment in the dispatch of duties
Ability to read, analyze and interpret data
Write reports, correspondence clearly and concisely
Maintain confidentiality
Display willingness to support and make decisions with sound judgment in timely manner
Adapt to frequent changes in the work environment
Use equipment and materials properly
Practice safe work habits
Handle difficult situations and confrontations to obtain effective resolution

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The employee is expected to drive between Kalamazoo RESA buildings, local districts and to workshops, trainings and conferences.

Work Environment:

The noise level in the work environment is moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.