



We are pleased to announce that we are seeking qualified applicants for the position of **ASSISTIVE TECHNOLOGY (AT) ASSISTANT**

POSITION(S): 1 Assistive Technology (AT) Assistant
40 hr/wk, Mon-Fri, 194 days per year (pro-rated for remainder of 2018-19 school year)
LOCATION: Manzanita Building, Redmond
START DATE: April 1, 2019
SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than \$15.52/hr
Benefits include family insurance package, sick leave and paid holidays.

QUALIFICATIONS: DEFINITION
The Assistive Technology (AT) assistant is under the direction of the Director of Special Programs and works in collaboration with ESD special education teachers and specialists to provide specialized support services for students who require assistive technology. The AT assistant manages the AT center's daily activities and inventory.

QUALIFICATIONS

There is a minimum requirement of a high school diploma or equivalency. At least one year working professionally with technology (especially assistive technology) is preferred as well as experience with library checkout systems and secretarial work. Must feel comfortable using technology in everyday life, be a self-starter and creative. This position requires sincere commitment to learn techniques, procedures and routines quickly and to follow oral and written instructions rapidly and accurately. Relevant experience with computers and software is preferred. Must have access to reliable transportation and consistent attendance is required.

Please see attached job description for more information and position responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Sandy Bishop, 541.693.5707, sandy.bishop@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638-9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/13/19
DIRECTOR OF HUMAN RESOURCES
Posting # C18-19/127-2995

ASSISTIVE TECHNOLOGY ASSISTANT

Definition

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Classification Classified

Reports To Director of Special Programs or designee

Performance Responsibilities

1. Maintain equipment and software loan inventory systems
2. Keep equipment clean, organized, and appropriately stored
3. Learn and operate AT equipment & software, as requested
4. Troubleshoot AT equipment & software as needed
5. Maintain assistive technology library including inventory, late notices and ordering
6. Set up demonstrations of AT software and equipment
7. Assist with trainings and in-services
8. As directed, successfully create PECS pictures, picture communication boards and books, and overlays for communication devices as needed on BoardMaker or other appropriate programs
9. As directed, create social stories
10. Download and edit digital pictures and import into communication boards, books, social stories & overlays
11. Keep accurate records of work done & to be done
12. Accurately track AT spending and provide appropriate documentation as required
13. Order AT equipment & supplies and inventory purchases
14. Maintain laminating machine
15. Train other staff on BoardMaker program as needed
16. Attend and participate in meetings; record official action, prepare minutes for official record, and distribute
17. Act as secretary and liaison to AT/Aug Com program
18. Work independently and make appropriate decisions regarding work methods and priorities
19. Effectively communicate over the phone, in writing, and in person with customers, employees and the general public using tact, courtesy and good judgement while applying knowledge of departmental regulations and procedures
20. Accurately maintain files, records, correspondence, reports, etc.
21. Requires the ability to work successfully in a team setting
22. Sometimes required to move or lift materials or equipment
23. Communicate appropriately and regularly through use of email
24. Respect and maintain confidential information in all situations
25. Fulfill other related duties as assigned

Terms of Employment

Salary, benefits and vacation are established by policy and the collective bargaining agreement.

Evaluation **Office Manager for Special Education Programs**