



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

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S):** 1 **Assistive Technology (AT) Assistant**  
40 hr/wk, Mon-Fri, 194 days per year (pro-rated for remainder of 2019-20 school year)

**LOCATION:** Manzanita Building, Redmond

**START DATE:** April 1, 2020 or as soon as possible

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$15.99/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. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

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

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Jan Colvin, 541.693.5703, [jan.colvin@hdesd.org](mailto:jan.colvin@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](http://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](mailto: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: 3/9/20

DIRECTOR OF HUMAN RESOURCES  
Posting # C19-20/127-2995

# **ASSISTIVE TECHNOLOGY ASSISTANT**

## **Definition**

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## **Qualifications**

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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.