## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Assistive Technology Coordinator</th>
<th>JOB CODE:</th>
<th>621D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Academic-Support and Specialized Services</td>
<td>SALARY SCHEDULE:</td>
<td>Coordinator and Consultant</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Special Education</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Special Education Supervisor</td>
<td>PAY GRADE:</td>
<td>CC5 (5, 6, or 7)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

### PRIMARY FUNCTION:
Coordinates all aspects of the Assistive Technology program.

### REQUIREMENTS:

1. Educational Level: Master Degree required
2. Certification/License Required: Valid Georgia Teaching Certificate or State License; Leadership Certificate preferred.
3. Experience: 5 years of experience in special education; experience with assistive technology preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; planning, organization, technology

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Serves as liaison to Technology Services.
3. Supervises and evaluates Assistive Technology Team employees.
4. Collaborates with teachers and supervisors to support students’ assistive technology needs by attending IEP meetings, providing AT recommendations or consulting in challenging situations.
5. Keeps abreast of current information regarding assistive technology and disseminates information to school staff and parents.
6. Coordinates services with community and state service providers and private agencies.
7. Develops the budget for the Assistive Technology Team.
8. Monitors the equipment inventory for assistive technology.
9. Coordinates training and support for school staff regarding software, equipment, PECS, etc.
10. Coordinates the maintenance and repair of assistive technology equipment.
11. Represents Assistive Technology Team in meetings with other District staff.
12. Performs other duties as assigned by appropriate administrator.

---

Signature of Employee ________________________________ Date ________________

Signature of Supervisor ________________________________ Date ________________