CLASS TITLE: OCCUPATIONAL SPECIALIST/ASSISTIVE TECHNOLOGY
(Classified)

BASIC FUNCTION:
As a team member of the Adaptive Technology Assessment Center (ATAC), under the direction of the SELPA Assistant Superintendent will provide assistive technology evaluations and support for children and young adults with disabilities within the Ventura County SELPA; train staff to implement curricular supports; maintain inventory; present workshops on aspects of assistive technology as it relates to curriculum access.

REPRESENTATIVE DUTIES:
Utilizing a team approach, evaluate the functional and educational needs for a student who is under consideration for assistive technology for the purpose of supporting accommodations that enhance his/her academic success; E

Write concise and valid assessment reports, including background information, notes from student interaction, and recommendations; E

Identify, review and recommend assistive technology to serve as a reasonable accommodation for individuals with disabilities; answer questions, provide resources and research assistive devices, computer hardware and software applications, vendors, consultants, etc. for the purpose of being knowledgeable on trends and developing appropriate recommendations; E

Assist in selection, modification and implementation of a variety of assistive technology solutions and devices; E

Maintain, and trouble-shoot assistive technology loan equipment. Contact vendors if technical support is needed; E

Serve as ATAC liaison to communicate with vendors; E

Train staff (e.g., teachers, paraprofessionals), students, and family on use of assistive devices (e.g., in-services, workshops, individual sessions, etc.) for the purpose of ensuring proper use of new and/or existing devices; E

Consult with administrators, parents, teachers and agency personnel regarding assistive technology; E

Participate in committee meetings, department meetings, and county-wide planning meetings. E
Develop and implement training materials; E

Demonstrate proficiency with computer skills to write reports and operate specialized educational assistive technology; E
Maintain accurate records of daily scheduling, end-of-year report, phone log, ATAC budget, equipment on loan and student files; 

Plan and conduct a variety of workshops related to assistive technology and augmentative communication; 

Attend training and conferences necessary to maintain knowledge and expertise in assistive technology; 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**  
**KNOWLEDGE OF:**  
Advanced-level knowledge of educational assistive technology;  
How students with various disabilities may access the curriculum;  
Various assistive technology tools and software to provide better access to the curriculum;  
Educational and development needs of children with specific disabilities; and  
Applicable section of the State Education code and other applicable laws.  

**ABILITY TO:**  
Learn and utilize assistive technology and augmentative communication devices;  
Demonstrate excellent written and oral communication skills and group presentation abilities;  
Establish and maintain cooperative and effective working relationships with others;  
Maintain records and prepare reports;  
Work independently with a high level of autonomy; and  
Work as a team member. 

**EDUCATION AND EXPERIENCE:**  
Experience providing Assistive Technology services in the education setting. 

A license in Speech-Language Pathology issued by a licensing agency within the Department of Consumer Affairs or valid document issued by the Commission on teacher Credentialing; or  
a certificate of registration as an Occupational Therapist pursuant to Business and Professions Code section 2570 et seq.; or  
A credential that authorizes special education of physically handicapped, orthopedically handicapped, or severely handicapped pupils; or  
A teaching credential in special education in conjunction with:  
  a) Certification from the Rehabilitation Engineering and Assistive Technology Society of North America and Assistive Technology Professional (RESNA/ATP) and/or  
  b) Certificate in assistive technology applications issued by a regionally accredited post-secondary institution. 

**LICENSES AND OTHER REQUIREMENTS:**  
Valid California credential authorizing services as a Speech Therapist; or  
Valid California Teaching credential; or
Valid registration by the American Occupational Therapy Association and/or NBCOT.

A valid California driver’s license.

Willing to successfully complete the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) examination to meet the requirement to be certified as an Assistive Technology Practitioner within a three year period.

Willing to successfully complete a Certificate in Assistive Technology Applications from California State University Northridge College of Extended Learning and Center on Disabilities within a two year period.

**WORKING CONDITIONS:**
**ENVIRONMENT:**
Subject to inside and outside environmental conditions, and
Subject to driving to conduct work.

**PHYSICAL ABILITIES:**
Dexterity of hands and fingers to operate specialized testing and diagnostic equipment,
Sitting or standing for extended periods of time,
Bending at the waist,
Lifting objects weighing up to 40 pounds,
Walking, and
Kneeling or crouching.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.