



Assistive Technology Specialist Programs and Student Services

Title

Assistive Technology Specialist – Programs and Student Services

Scope of Responsibilities

The Assistive Technology Specialist is the professional who supports the school team by providing specialized knowledge and skills in the area of assistive and augmentative communication devices and specialized programs and apps for communication to ensure equitable and effective learning opportunities for all students. The Specialist will provide collaborative assessment and consultation primarily in the area of assistive technology and assistive software and will consult with allied professionals in areas such as alternative and augmentative communication, aids for daily living, environmental control, vision, hearing, prosthetics and orthotics, and seating and positioning. Consistent with the Department of Education and Early Childhood Development's Special Education policies and Halifax Regional Centre for Education policies, the Specialist will work within an established framework for the delivery of specialized services to students. Working collaboratively in a team environment, the Assistive Technology Specialist will demonstrate a strong commitment to the school improvement process in support of student learning and reports directly to the Facilitator, Programs and Student Services.

Competencies Required

The Assistive Technology Specialist shall have the following competencies:

- (a) Demonstrated knowledge and understanding of assistive technology and its functional application for the student's educational program;
- (b) Demonstrated awareness of a variety of assistive technology devices/services, strategies and tools and the ability to integrate this technology into educational programs;
- (c) The ability and willingness to research current assistive technologies and maintain knowledge of emerging technologies;
- (d) The ability to understand the interdisciplinary nature of assistive technology application and contribution of a variety of disciplines to the service delivery process;
- (e) The ability to collaborate effectively with team members including parents in providing services to students;
- (f) The ability to use appropriate data gathering procedures and strategies to conduct an assistive technology evaluation;
- (g) The ability to effectively problem-solve technical issues with hardware and software;
- (h) The ability to plan, organize and deliver effective professional development;
- (i) The ability to support Student Planning Teams to meet the learning needs of referred students;
- (j) The ability to work as a contributing team member;
- (k) The ability to contribute effectively to an individual program plan for students with special needs;
- (l) The ability to support a climate of respect and fairness for all students;
- (m) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (n) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members and external groups such as government agencies;
- (o) The ability and desire to engage in continuing education and professional development;
- (p) The ability to maintain and promote confidentiality.

Qualifications

- (a) A valid certificate as required by the Nova Scotia Department of Education;
- (b) Masters Degree in Support Learners with Diverse Needs and Exceptionalities or acceptable equivalent;
- (c) Minimum five (5) years experience working with students with developmental, physical, sensory and learning disabilities.

Specific Job Components

The Assistive Technology Specialist shall perform tasks as assigned by the Facilitator, Programs and Student Services. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Provide collaborative assessment and consultation services to Student Planning Teams and referred students in the area of Assistive and Augmentative communication devices and software;
- (b) Work collaboratively with the Assistive Technology Support Workers to prioritize support to referred students;
- (c) Participate in student and interagency teams to assist in classroom support, coordination of AT services, problem solving and program planning, as needed;
- (d) Maintain loan library and inventory of equipment and materials for student use and staff professional development;
- (e) Provide training for students and staff in use of specialized technologies (devices, software, etc);
- (f) Provide professional development opportunities in assistive technology, AT Awareness, Information and Application levels for staff;
- (g) Develop general and specific information packages related to areas within assistive technology categories for dissemination;
- (h) Provide guidance to staff and families regarding equipment, materials and software;
- (i) Provide purchasing information to schools and families, as needed;
- (j) Determine inventory needs and submit purchase requests;
- (k) Provide technical assistance and maintenance of equipment, where appropriate;
- (l) Represent the area of assistive technology in initiatives and committees;
- (m) Other duties as assigned.