

# Assistive Technology Services Specialist

## Position Details

Class Code: 1449

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under direction of the Assistive Technology Coordinator or Vision Services Coordinator, designs and develops computer/non-computer-based technological solutions to meet the educational needs of students with disabilities in coordination with Individualized Education Plan (IEP) teams.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Designs, develops, coordinates, and conducts assistive technology training programs, including instructional objectives, course outlines, multimedia instructional materials, and reference manuals.
2. Trains Clark County School District (CCSD) personnel, students, parents/guardians, and community members in accessible educational systems.
3. Researches, evaluates, recommends, and initiates the acquisition of computer/non-computer-based technologies supporting IEP students with disabilities.
4. Maintains the computer/non-computer-based systems used by students and staff who support students with disabilities.

5. Documents maintenance of computer/non-computer-based assistive technologies.
6. Conducts programs to train trainers.
7. Meets with departmental representatives to discuss existing computer operations and future requirements.
8. Assists in planning and implementing computer hardware/software installation and upgrades.
9. Monitors/maintains assistive technology inventory in compliance with CCSD procedures; advises on necessary purchases.
10. Maintains records/reports (job records, work orders, inventory supply, materials requests, etc.).
11. Sets up and maintains touchscreen devices, including security systems; previews, installs, updates, and trains on apps; monitors touchscreen devices' use.
12. Works with department staff to define/implement interfaces; ensures that browsers and other clients interact properly with required assistive technology software and database systems.
13. Previews, selects, and trials touchscreen devices' accessibility accessories to support students with physical disabilities.
14. Modifies and installs commercially available technologies to allow for physical access to computer/non-computer-based technologies for students with disabilities.
15. Sets up/maintains servers, computer/non-computer-based technologies for Assistive Technology Services.
16. Assists in diagnosing computer system malfunctions; coordinates and implements repairs.
17. Provides operational support for purchased software.
18. Performs field support at CCSD schools, offices, or other locations, as directed.
19. Guides/assists peers and technicians.
20. Supports student/staff accessibility measures in coordination with Educational Computing Strategists (ECS), site-based technicians, User Support Services, Networking Services, etc.
21. Coordinates support activities with other departments (equipment repair, telecommunications, supplies/equipment, elementary/secondary education, schools, etc.)
22. Participates in computer access security control procedures.
23. Coordinates application purchases using the Volume Purchase Program (VPP), as applicable.
24. Maintains the computer training lab and related assistive technologies.

25. Images computers.
  26. Accesses and installs Networking Services resources.
  27. Repairs assistive technologies and assigns Beyond Economic Repairs (BERs) in compliance with CCSD procedures.
  28. Supervises, assigns duties to, and may participate in evaluating the Technical Support Team.
  29. Conforms to safety standards, as prescribed.
  30. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Involves developing training programs and trains CCSD personnel, students, parents/guardians, and community members in using accessible educational systems to support students with disabilities. Works with IEP teams to determine and meet students' needs with commercially available, customized, or novel fabrications of technologies. Maintains assistive technologies that support student with disabilities and facilitates the administrative needs of Assistive Technology and Vision Services personnel.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Comprehensive knowledge of the CCSD's internal organization and administrative information systems.
2. Working knowledge of online system operations and communications.
3. In-depth knowledge of computer operations, networking, and imaging.
4. In-depth knowledge of commercial information/data processing software.
5. In-depth knowledge of touchscreen devices, applications, Volume Purchase Program (VPP), and device deployment/management.
6. Knowledge of the CCSD's directory services, server operating systems, and backup/imaging systems.
7. Knowledge of CCSD procedures including BER, inventory, asset tracking, etc.
8. In-depth knowledge of assistive technology devices and software including Dynavox, touchscreens, Proloquo2Go, augmentative communication devices, switches, mounts, word processors, etc.
9. Designs applications for instructor, parent/guardian, and community member support.
10. Ability to coordinate the design of, modify, fabricate, and implement unique computer/non-computer-based educational technologies.

11. Ability to communicate effectively, verbally and in writing.
  12. Ability to troubleshoot and remedy accessible educational systems.
  13. Ability to work with support, licensed, and administrative personnel.
  14. Ability to motivate/instruct students and adults.
  15. Ability to design, implement, operate, and maintain recordkeeping systems.
  16. Ability to learn and master the operation/application of new technology and automated information processing systems.
  17. Ability to recognize/report hazards and apply safe work methods.
  18. Ability to create training materials with desktop publishing software.
  19. Ability to plan, prioritize, coordinate, and organize work.
  20. Ability to maintain accurate records.
  21. Ability to work flexible hours/shifts.
  22. Ability to judge when to act independently and when to refer situations to a supervisor.
  23. Ability to maintain confidentiality as outlined in the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA).
  24. Ability to work with vendors to preview and recommend assistive technologies to support students with disabilities.
  25. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Four (4) year college degree from an accredited college or university, including coursework in computer science, or an equivalent combination of experience and training, such as seminars, workshops, self-study, etc.; plus, Two (2) years' progressively responsible, professional experience with computer technology, electronics, and information systems; and, Two (2) years' experience in fabrication, engineering, customization, industrial arts, low vision and blind-specific technology customization, assistive technology customization or equivalent fields.

## **Licenses and Certifications**

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. Five (5) years' experience working with adults and/or children with disabilities.
  2. Experience in conducting seminars, workshops, and training.
- 

## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
  2. College transcript(s) from an accredited college or university, if applicable.
  3. Documentation of computer technology training (seminars, workshops, self-study, etc.), if applicable.
  4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  6. Safe driving record.
  7. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

CCSD offices, schools, and other CCSD facilities.

---

## **Work Environment**

### **Strength**

Sedentary/medium - exert force up to 50 lbs., occasionally; 25-50 lbs., frequently; up to 25 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

---

## **Examples of Equipment/Supplies Used to Perform Tasks**

CCSD-issued/personal vehicles, assistive educational technologies, computers, printers, modems, telephones, fax machines, multimedia equipment, digital multi-meters, laser communication devices, Compact Disc/Digital Versatile Disc (CD/DVD) burners, and tools to create, fabricate, or modify (including tools for wiring and circuitry) metal, wood, or plastic, etc.

---

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 01/25/24
- Created: 12/08/06