

**Job Title:** CLERK, ASSISTIVE TECHNOLOGY CASE MANAGEMENT  
**Reports to:** Director of Special Education  
**Dept./School:** Special Education Office  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** 2014-2015

**Primary Purpose**

Assists SFDRCSID Assistive Technology Team Leader and AT Team Members in the implementation of the AT Program. Completes assigned tasks through the use of Assistive Technology as directed.

**QUALIFICATIONS**

**Education**

High school diploma or GED

**Special Knowledge/Skills**

Minimum of 35 WPM typing  
General Knowledge of assistive technology hardware and software  
Effective communication and interpersonal skills  
Strong organizational skills  
Proficient in English (written and verbal skills)

**Experience**

At least three (3) years experience in the area of Assistive Technology

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Receive and review all AT referrals and check that the referral is complete
2. Document receipt of referral and prepare referral materials to share with AT Leader and Team.
3. Maintain catalog of AT equipment.
4. Prepare purchase intent forms for the purchase of AT equipment.
5. Track ordered materials and equipment.
6. Communicate with companies.
7. Maintain and report AT PEIMS status to PEIMS Secretary.
8. Support the preparation of picture communication materials by providing training to special education and general education staff.
9. Provide parental training in the preparation and use of picture communication materials.
10. Research/Acquire/Learn the use of AT materials and devices.
11. Document check out and transfer of all AT materials and equipment.
12. Maintain a master list of all district AT materials and devices.
13. Communicate with AT Team Leader and Team regarding AT referral and equipment.

- 14. Assist AT Team members with AT training for staff and parents.
- 15. Assist campus staff members and parents with the development and implementation of PECs and structured schedules for students.
- 16. Maintain all AT forms to disseminate to special education staff.
- 17. Perform other duties as assigned which would facilitate the implementation of assistive technology in the special education department.

**Other**

- 18. Maintain confidentiality.
- 19. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None.

**EQUIPMENT USED**

Assistive technology equipment, personal computer, typewriter, printer, copier, fax machine, and shredder.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent walking, standing, stooping, bending, and reaching. Occasional lifting and moving of moderate to heavy objects. Repetitive hand motions. Use of personal vehicle for in district travel to perform various duties on campuses district-wide. Work with frequent interruptions, maintain emotional control under stress.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_