



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, Assistive Technology

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Specialist, Assistive Technology assists in providing leadership for Assistive Technology services and will work directly with the Specialized Instructional Facilitators for Assistive Technology (SIF-ATs) to implement models for integration of technology to support the needs of diverse learners in accordance with requirements set forth within the Individuals with Disabilities Education Act (IDEA) in collaboration with Department of Instruction staff.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Assists Supervisor by providing leadership for implementation of strategies and tools to implement an instructional model to provide access for students with disabilities to instructional and educational materials across environments for full participation in division initiatives and instructional programs including existing and new initiatives including universal screening regardless of the tools
- Demonstrates leadership in collaboration and evaluation services by the SIF-ATs for school staff and students with a foundation in both the Universal Design for Learning Framework and the Student, Environment, Task, and Tools (SETT) Framework to support Personalized Learning and participation in CAT for instruction and assessment
- Works with staff in the Department of Pupil Services and the Department of Instruction to deliver division-wide training in a variety of formats to provide professional learning for school staff to build capacity for providing greater accessibility and resources at the school level
- Plans and conducts collaborative model lessons that demonstrate the use of assistive technology in instruction with a focus on division instructional initiatives including Personalized Learning, Measures of Academic Performance (MAP), and Project-Based Learning within the One to the World framework
- Participates in collaboration with other division personnel including school-based administrators and division leadership in the Department of Instruction and Department of Digital Innovation to support accessibility for students with disabilities

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree in special education or related services such as occupational therapy, physical therapy, speech-language pathology

Experience

Three (3) years of experience in the field of Special Education with the implementation of Assistive Technology
Successful experience in an administrative position and endorsement in Administration

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge and understanding of the effective usage and integration of both educational technology and Assistive Technology
- Demonstrated knowledge of strategies to increase accessibility to instruction for students with disabilities
- Effective organizational abilities and time management skills
- Demonstrates strong interpersonal communication and leadership skills for working effectively with teachers, administrators, parents, and students
- Experienced Microsoft Office Suite user including accessibility features
- Excellent oral and written communication skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.