

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Assistive Technology Media Technician – Special Education	
<i>Supervisor:</i> Executive Director for Special Education	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 8

Job Summary

The assistive technology (AT) media technician assists the executive director of special education and the AT specialists in maintaining the physical and digital collections and services of the special education and assistive technology (SPED/AT) libraries. Assists in the creation and circulation of Accessible Instructional Materials (AIM) for students with print disabilities. Assists administration, teachers, staff, students, and parents in locating and using library resources. Assists the AT specialists in providing support and training to the district staff.

Essential Job Functions

Circulates all SPED/AT collections to district staff, schools, families, and students. Assists in maintaining equipment and resources.

Assists with SPED/AT collection development, including selection and de-selection of materials under supervision of executive director and specialists. Initiates purchase orders and makes local purchases with field purchase orders and P-cards.

Creates AIM in alternative formats (braille, large print, audio, digital) for use by students needing AIM as designated in their Individualized Education Plan (IEP), or AT trial.

Assists in developing and maintaining website to disseminate information and materials for use in the classroom and teacher training.

Operates a computer to enter, retrieve, review, or modify data; utilizes advanced word processing, database, and software programs. Follows principals for making accessible Word, PDF, DAISY and EPUB documents.

Provides technical assistance and serves as a problem solver for district staff, administrators, and teachers. Investigates, documents, and clarifies policies and procedures in relation to AIM.

Creates and maintains a records filing system and inventory for all copyright materials being circulated in alternate formats, all software purchases and service maintenance agreements (SMA), and other devices & services obtained.

Assists in maintaining computers and tablets used for AT purposes, and managing applications and restrictions for these devices.

Assists in preparations of all stages of professional development, including district-wide and local school trainings. Provides individual or small group training on specific equipment and programs.

Initiates work orders and coordinates with network service and information system technical staff as well as manufacturer support persons.

Utilizes PowerSchool Premier, GoalView, and Munis to verify student and purchase information.

Non-Essential Job Functions

May provide input on personnel, inventory, and equipment needs and make purchasing recommendations.

Performs other job-related duties as assigned.

Equipment Used

Mac and PC computers, tablets, projectors, and a variety of specialized AT devices and switches; scanners, copiers, Microsoft Office suite and OCR processing software, as well as other digital multimedia equipment.

Independent Decisions

Independent judgment is expected within the scope of the job. Troubleshoots technology used in library settings and determines needs for repair and or upgrades.

Primary Working Contacts

Works in collaboration on a daily basis with AT specialists and special education staff; occasional contact with administrators, other school staff, students, parents, and public.

Responsibility for Cash, Equipment, Safety

Basic maintenance and management of computers, servers and various technology equipment. Maintains inventory of SPED/AT equipment and tracks the circulation of equipment loaned to district staff and borough families.

Supervision Received and Exercised

The AT media technician receives oral and/or written instructions from the executive director and assistive technology specialists.

Unusual Working Conditions

Work is mostly performed in a normal office setting with occasional travel to local schools to deliver equipment and/or train school staff.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Two (2) years of postsecondary education in computer/educational technologies. Comparable experience may be substituted for education.
2. Four (4) years of experience working in a school setting.
3. Must be knowledgeable of assistive technology, special education, and accessibility issues.
4. Must have a basic knowledge of database and server management.
5. Knowledge of library acquisitions, cataloging, processing, circulation, inventory and collection evaluation.
6. Must possess excellent organizational skills and written/oral (in English) communication skills.
7. Excellent skills using PC and Mac computers and a variety of multimedia technologies.
8. Must have the ability to multi-task and re-prioritize work as needed.
9. Must be able to work independently and under stressful conditions such as meeting deadlines, completing work amidst numerous interruptions and reactivating failed systems.
10. Must be able to establish and maintain effective relationships with coworkers and the public.

The following are preferred:

1. Training and/or experience in assistive technology.
2. Experience with Destiny or similar school library management system, AppTrack, iOS, Munis, GoalView, ABBYY FineReader, Bookshare, Read&Write GOLD, Google Apps, and Microsoft Word formatting tools.
3. Knowledge of web pages, Wikis and other Web 2.0 tools.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.