



JOB DESCRIPTION

Job Title	Special Education Assistant Technician
Department	Special Education
Reports To	Director of Special Education
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Special Education Assistant Technician is responsible for the maintenance, inventory, and procurement of the District’s Assistive Technology (AT).

Essential Job Functions

- Catalogs and maintains AT equipment and software using the current inventory system.
- Checks AT technology and equipment in and out of the system as needed.
- Cleans, organizes, and appropriately stores all equipment.
- Repairs or replaces items as needed and works with the appropriate companies.
- Maintains the AT budget under the direction of the AT team members.
- Accurately tracks AT spending and provides appropriate documentation as required.
- Places AT orders of inventory, equipment and supplies as needed.
- Catalogs AT items with pictures and ordering information for reference.
- Operates and troubleshoots a variety of AT equipment and software as needed.
- Assists with demonstrating AT software and equipment.
- Assists with training and in-service related to AT software and equipment.
- Assists with the creation of augmentative and alternative communication (AAC) equipment such as fabricating PODD books and other low-tech equipment at the request of the Speech and Language Pathologists or Occupational Therapists.

Ancillary Job Functions

- Attends and participates in meetings as required.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.
- Eligibility for Wisconsin certification as a Special Education Assistant.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in a related field.
- One or more years of related experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of basic computer skills including Microsoft Word and Excel.
- Ability to communicate effectively.
- Ability to organize and maintain records.
- Ability to maintain confidentiality.
- Ability to design, fabricate, and repair adaptive equipment for students utilizing a variety of skills and mediums.
- Ability to learn and operate a variety of AT equipment and software.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to moving mechanical parts or potentially hazardous bodily fluids.
- Normal classroom/office environment.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- May be required to grasp, push, stand/walk, reach, stoop/kneel/crouch, operate mechanical equipment, and climb/balance.
- Must have clarity of vision, three-dimensional vision, and precise hand-eye coordination.
- Must be able to lift up to 75 pounds.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.