

NORTHVILLE PUBLIC SCHOOLS
Paraprofessional Unit

Assistive Technology PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS:

Associates Degree or higher, or successful completion of the Work Keys Test

Good interpersonal skills

Knowledge of low and high level Assistive Technology

Experience implementing Assistive Technology with students

Experience working with diverse student learners.

Ability to lift forty (40) pounds

Must possess enthusiasm, and display initiative

Good organizational skills

Strong computer skills and be familiar with Micro Soft Word, Excel and email technology

SUMMARY: Assist district consultants in working with diverse student learners and their teachers in pre-school through 12th grade to acquire the necessary skills to use assistive technology in the classroom to access curriculum content.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are by way of illustration and not by way of limitation:

1. Maintain confidentiality of student and school information
2. Assume an active role in supervising any assigned student/s.
3. Assist the ASD and CI district consultants to implement assistive technology with identified students.
4. Assist the ASD and CI district consultants in providing information and training on assistive technology to students, staff members, and parents in collaboration with ATRC.
5. Participate as a member of the Assistive Technology Committee.
6. Comply with work related requests and accept the direction of the teacher and/or building principal.
7. Assist in delivering instruction to student(s).
8. Facilitate the implementation of prescriptive educational plans as specified in the IEP and relate to assistive technology needs of the student.
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Attend required meetings and in-services.
11. Provide reports and presentations as required.
12. Comply with and support school policies and procedures
13. Model non-discriminatory and anti-bullying practices in all activities.
14. Perform other duties as assigned by the teacher(s) or building administrator in accordance with school policies and procedures.

EVALUATED BY: Director of Special Services with input from the district consultants.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria,

auditorium, and playground areas. Frequent walking, standing, sitting, stooping, and lifting may be required. Occasional lifting, movement, and transferring of students may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.