



Wayne County Schools

Employment Network

Openings as of 10/29/2018

Assistive Technology Coordinator

JobID: 12209

Position Type:

Student Support Services

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Date Posted:

10/25/2018

Location:

Wayne RESA Education Center

Date Available:

ASAP

Closing Date:

11/09/2018

Assistive Technology Coordinator

Internal/External

The Assistive Technology Coordinator is responsible for the provision of high quality assistive technology services through assessment, training, resources and implementation support to students with disabilities, teachers, and other support staff within Wayne County.

DUTIES & RESPONSIBILITIES:

- o Provides coordination of assistive technology for students with moderate to severe disabilities.
- o Facilitates/assists staff in assistive technology consideration and using the Assistive Technology Decision-Making Process to determine appropriate assistive technology for students, as required by law.
- o Represents the WCRESA at local, regional and state meeting and training sessions and communicates with other state/regional assistive technology staff, trainers and consultants/coordinators.
- o Coordinate, utilize and facilitate the use of technology within the curriculum.
- o Consults/develops teaching strategies with teachers to incorporate technology into the curriculum.
- o Maintains a lending library and database of assistive technology material/equipment in coordination with the WRESA assistive technology team
- o Prepares and presents training and in-service opportunities in assistive technology for WCRESA and constituent districts.
- o Maintains knowledge of best practices and current educational and legal issues related to assistive technology through professional development, print/electronic resources and professional networking.
- o Remains current with federal and state compliance requirements
- o Plans, budgets and completes processes for purchase of assistive technology equipment.
- o Plan, use professional judgment and act effectively to carry out the functions of this position within the direction provided by WRESA's mission and goals, and department goals and objectives.
- o Frequent travel within Wayne County. Limited/infrequent travel outside of Wayne County.
- o Maintains regular in-person attendance.
- o Perform other duties as assigned by the Executive Director of Special Education and Early Intervention.

QUALIFICATIONS:

Education

- o Bachelor's Degree in Education or related field required
- o Full approval in a minimum of one area of Special Education required
- o Master's Degree preferred
- o Assistive Technology related certification preferred

Experience

- Minimum of three (3) years of experience in the area of assistive technology, OT/PT, Speech Therapy, or other related disciplines
- Technical knowledge of both Macintosh, PC Windows and Chromebook hardware, software, apps and extensions
- Proficiency with iPads and/or other personal tablet devices
- Experience in working with low incident students with disabilities
- A working knowledge of Special Education rules and regulation
- Expertise in adapting mechanical and electronic devices to the needs of students with disabilities

SKILLS AND ABILITIES

- Demonstrated ability and knowledge of assistive technology devices, techniques, and materials
- Demonstrated ability to work effectively with others, including; peers, colleagues and students
- Experience with preparing and conducting Professional Development
- Demonstrated listening, verbal and written communication skills
- Demonstrated skill working with diverse populations
- Ability to travel frequently within Wayne County

Please note that this position will be at the Burger-Baylor Campus - 29115 Carlisle St, Inkster, MI 48141

Compensation:

Current WCSSF 10-Month Salary Schedule – Schedule G (\$58,882 - \$89,115 FY) and a comprehensive and competitive benefits package including health/dental/vision/life and long-term disability insurance. Generous time off including 19 paid holidays, sick and personal business days. Membership in the Michigan Public Schools Employee Retirement System www.michigan.gov/ors. The position is represented by the the Wayne County Salaried Staff Federation Local 4479 (WCSSF). The current Collective Bargaining Agreement and additional information regarding employer sponsored health care plans can be found at: <http://www.resa.net/aboutus/reports/budgetsalarycompensationtransparencyreports/>

Application Process and Timeline: Internal and external applicants must complete and submit an online application at <http://www.applitrack.com/resa/OnlineApp/default.aspx> (Job ID #12209) by 3:00 p.m., Friday, November 9, 2018 in order to be considered.

Wayne County Regional Educational Service Agency (Wayne RESA) provides leadership and services to the 33 local school districts and 110 charter schools that educate almost 275,000 students. Wayne RESA is committed to the process of continuous improvement through service, leadership, collaboration, and excellence, and is a goals-driven organization that empowers staff to maximize resources to support student achievement.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Attachment(s):

- [JOB DESCRIPTION](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

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