



## **JOB DESCRIPTION**

**JOB TITLE:** Special Education Device and Equipment Assistant

**JOB SUMMARY:** The “Special Education Devices and Equipment Assistant” supports the Assistive Technology Specialist in the access to, installation and maintenance of, trials and training for, and inventory of assistive technology devices, equipment and materials; insures an orderly operation and maintenance of related services and other special education equipment and materials collections; and provides equipment and materials support to other related services staff to ensure efficient and effective work with students with disabilities. The person in this position works closely and collaboratively with Student Support Services staff to ensure effective and efficient management of inventory at both the related services and student support services locations. This individual travels to various schools and other district locations delivering and installing devices, equipment and materials to provide this support.

### **ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:**

- Experience Required: Prior job related experience
- Education Required: Training and/or sufficient experience and skills to quickly learn how to use, install, troubleshoot and repair/maintain assistive technology devices, equipment and materials
- Licenses, Certifications, Bonding, and/or Testing Required: Fingerprinting and Criminal History Check, and current First Aid card
- Has access to personal vehicle and is properly licensed and insured to travel between various school and district locations as needed

### **SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

- Skill to perform basic clerical functions, basic arithmetic calculations, and operate standard office equipment
- Ability to use correct English in verbal and written form using correct grammar, punctuation and spelling
- Ability to understand and carry out oral and written instructions
- Ability to maintain confidentiality of student records, meet schedules and deadlines, and to read, interpret, and apply rules, regulations and policies
- Ability to rapidly learn methods and materials used in a variety of situations
- Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity, and keyboarding
- Ability to pick up, carry and move equipment and large boxes containing devices, equipment and materials as needed to effectively and efficiently fulfill the position
- Knowledge of inventory organization and check-out system and/or automated inventory systems helpful

### **ESSENTIAL JOB FUNCTIONS:**

- Identifies and installs assistive devices, equipment and materials in the school setting
- Provides training, as directed by the Assistive Technology Specialist, on the use of assistive devices, equipment and materials in the school setting
- Assists in the trials of assistive devices, equipment and materials used by students with disabilities

- Helps back up and provide maintenance of electronic assistive devices
- Manages the circulation and collection of assistive devices, equipment and materials, utilizing the automated system in place, including: adding and deleting patron records, backing up data each day, adding and deleting equipment and materials, processing equipment and materials, running reports as needed, keeping an inventory of the collection
- Shelves and/or stores assistive devices, equipment and materials using a defined system of classification and maintains the order of the shelves and storage spaces
- Processes equipment and materials for related services use: labels, stamps, bar codes and enters devices, equipment and materials into the system
- Repairs/mends equipment and materials as needed
- Aids related services staff and special education staff in schools in device, equipment and materials acquisition and distribution processes and use of the automated check-out system
- Installs, troubleshoots, and resolves issues related to assistive devices and equipment, in coordination with the district technology office and according to district technology standards and expectations
- Acts as a representative of the related services staff: fielding calls from schools and district office
- Maintains prompt and regular attendance

**OTHER JOB FUNCTIONS:**

- Helps maintain general upkeep of the related services and student support services inventory/library
- Sets up space for organized storage of devices, equipment and materials to be checked out
- Gathers and forwards items checked out to schools or staff as requested
- Notifies staff and students of overdue equipment and materials in timely manner
- Sorts related services mail and develops and maintains a file of vendor catalogs and software licenses
- Tracks staff requests for ordering, training and repair purposes using a standard method

**\*Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.*

*I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date