

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, ASSISTIVE TECHNOLOGY, LEVEL III

REPORTS TO: Director of Special Education, or designee

RESPONSIBILITIES:

1. Maintain the library of assistive technology equipment and catalogs.
2. Develop skills in using adaptive software and hardware, including augmentative communication devices, adaptive keyboards, and word prediction and word processing programs for Mac and PC formats.
3. Under the supervision and direction of and Assistive Technology Team Coordinator:
 - a. Contact vendors for specific equipment information and prepare requisitions.
 - b. Prepare equipment and deliver to student(s).
 - c. Develop custom overlays for equipment.
 - d. Work with students on a short-term basis to develop basic skills in use and management of adaptive equipment.
 - e. Work with building staff to develop basic skills in use and management of adaptive equipment.
4. Complete other assistive/adaptive technology duties as assigned.
5. Perform other related tasks and responsibilities as designated by the Director of Special Education, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) years of post-secondary training related to job responsibilities, equivalent work experience, or combination thereof.
3. Familiarity with adaptive equipment, computer/word processing programs and equipment preferred.
4. Demonstrated evidence of good habits in job attendance and punctuality.

QUALIFICATIONS (Continued):

5. Has, in the judgement of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Interact well with students;
 - b. Work on own initiative;
 - c. Work as a team member;
 - d. Accept direction;
 - e. Communicate appropriately in both written and oral expression;
 - f. Maintain confidentiality.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.