

JOB DESCRIPTION

POSITION TITLE:	TOSA - Assistive Technology Specialist, LEEP Program
DEPARTMENT & PROGRAM:	LEEP Program Special Education Department (School-age)
WORK YEAR:	190 Days
SALARY PLACEMENT:	Based on education and prior years of experience
SUPERVISED BY:	Administrator, LEEP
ASSOCIATION:	Licensed
FLSA STATUS:	Exempt

GENERAL DESCRIPTION OF THE POSITION:

The LEEP TOSA - Assistive Technology Specialist, works to develop and maintain a process for the evaluation, provision, and implementation of Assistive Technology (AT) devices and services. The TOSA will work in a multidisciplinary team to provide comprehensive support to students, families, caregivers, and classroom teams on the use of AT to provide access to a full life across all environments. The TOSA will design and implement professional development to families and caregivers, program staff, district partners, and community partners to increase knowledge and skills related to assistive technology statute, evaluation, device acquisition, and implementation that create independence and access across all environments.

ESSENTIAL FUNCTIONS:

1. Provide comprehensive Augmentative and Alternative Communication (AAC) evaluation, device recommendation(s), implementation of a comprehensive communication system, and training to students, family and caregivers, and classroom teams.
2. Use the Student Environment Tasks and Tools (SETT) or like process to coordinate the delivery of AT/AAC services across all environments for students, families and caregivers, and district partners.
3. Participate in IEP team meetings and guide the IEP team to develop goals that incorporate AT.
4. Prepare and conduct professional development that uses the principles of adult learning related to AT devices and services; appropriate teaching strategies; and/or other accommodations and modifications.
5. Identify, design, construct, and/or provide purchasing information about appropriate AT devices.
6. Provide coaching to program staff, parents and caregivers, and district partners to ensure successful adoption of new device/strategy and to generate solutions to barriers in implementation.
7. Maintain a database, materials and equipment and make recommendations for purchase of additional materials and equipment.
8. Research funding opportunities and referral sources.
9. Support classrooms, parents and caregivers, and district partners to engineer environments to promote universal access.

ADDITIONAL FUNCTIONS:

1. Follows and supports district and program values, policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

MINIMUM QUALIFICATIONS:

1. Current Oregon Teaching License with appropriate special education endorsement or Licensed Speech-Language Pathologist, Licensed Occupational Therapist or Licensed Physical Therapist.
2. Additional endorsement in Assistive Technology is preferred.
3. Demonstrated ability to design and provide staff development to educators utilizing effective instructional strategies for adult learners
4. Demonstrated ability to utilize collaborative consultation skills that identify and focus on meeting the needs of the student
5. Demonstrated ability to facilitate groups in meetings and workshop settings
6. Knowledge and skills to provide culturally competent services
7. Ability to acquire and maintain a valid first aid and CPR card
8. Demonstrated ability to effectively engage in a variety of team based service delivery, planning, decision making, and problem solving
9. Demonstrated ability to work as a member of a transdisciplinary team
10. Demonstrated ability to compose and produce concise professional documents
11. Written and oral communication skills sufficient to perform essential job functions
12. Physical and mental attributes sufficient to perform essential functions

WORKING CONDITIONS:

1. Work environments vary by position and may include offices, schools, outdoors, community, and stakeholder locations
2. Itinerant positions involve travel to multiple sites during day and week throughout the CESD service area, including use of personal vehicle
3. Travel may require use of agency vehicles or public transportation
4. Physical care and support of young children and school age students to support personal care and learning
5. Physical care or delegated medical tasks as designated in medical and emergency protocols prescribed for assigned children
6. Physical intervention as necessary in supporting young children and school age students while responding to challenging behavior
7. Exposure to communicable diseases common in young and school age children
8. Exposure to and use of various materials including wood, paper, cardboard, fabric, foam, glue, paint, latex, rubber gloves, soap, cleaning compounds, and potential food allergens
9. Occasional evenings and weekends may be required for program events

EQUIPMENT USED:

1. Wheelchairs
2. Hoyer lifts
3. Standing Frames
4. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Light/Medium work.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects up to 15-20 lbs; or requires walking or standing to a significant degree. If someone can do light/medium work, we determine that he or she can also do sedentary work

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-30 lbs		Never		Rare		Occasionally	X Frequently		Continuously	
		General school supplies, teaching materials, food items, and backpacks								
26-50 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
		Positioning of students in wheelchairs and assisting in the transfer of students.								
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare		Occasionally	X	Frequently		Continuously
Climb	X	Never		Rare		Occasionally		Frequently		Continuously
Crawl	X	Never		Rare		Occasionally		Frequently		Continuously
Drive		Never		Rare	X	Occasionally		Frequently		Continuously
Kneel		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	X	Occasionally		Frequently		Continuously
Sit		Never		Rare	X	Occasionally		Frequently		Continuously
Squat		Never		Rare	X	Occasionally		Frequently		Continuously
Stand		Never		Rare		Occasionally	X	Frequently		Continuously
Twist		Never		Rare	X	Occasionally		Frequently		Continuously
Walk		Never		Rare		Occasionally	X	Frequently		Continuously



Job Description ID Code: SD315

Run		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously

Hands may be used for: (X = REQUIRED)										
Grasping		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously

Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously

Pushing/Pulling: (X = REQUIRED)										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously

Carrying: (X = REQUIRED)										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | = Not Required

REASONING ABILITY:

- X Complete routine, repetitive tasks with simple instructions
- X Follow detailed instructions that require few changes
- X Follow detailed procedures with several potential variables
- X Accurately interpret behaviors and nonverbal communication and act on decisions
- X Demonstrate logical or deductive thinking
- X Provide creative, innovative solutions to job problems

CALCULATIONS:

- X Perform simple copying, addition, counting, subtraction
- X Perform multiplication and division
- Understand the metric system and conversions
- X Manipulate fractions, decimals, and percentages
- X Understand and use statistics
- X Understand and use charts and graphs
- Understand and use advanced mathematics
- Understand the theoretical application of statistics and complex math

LANGUAGE:

- X Read and understand product labels, policies written at the 10th grade level
- X Follow verbal or demonstrated instructions
- X Explain simple directions, copy data from one form to another
- X Complete form letters or answer routine correspondence
- X Compose correspondence independently
- X Read and interpret complex technical material
- Speak and understand a second language
- X Prepare complex reports and documents
- X Speak with individuals and small groups in an articulate manner
- X Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: _____

Signature: _____ Date _____

Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.