**Job Summary:** The Assistive Technology Resource Center Manager will be responsible for coordinating the activities of the ATRC and manage the inventory of devices. In addition, the ATRC manager will also be required to provide direct service to students, teachers and or parents in training of assistive technology devices and software.

**Minimum Qualifications:** Must hold a Bachelor’s degree, and possess or be eligible for a Virginia teaching license, and have satisfied technology requirements. Must possess considerable teaching experience that includes experience in using assistive technology in the classroom. Must possess a comprehensive knowledge of computers and how technology can be integrated into the classroom. Must possess the ability to train teachers in effective instructional techniques and strategies using assistive technology. Must possess knowledge of accommodations and modifications for students with special needs to gain access to the general curriculum. Must possess good organizational skills. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

**Reports To:** Coordinator of Assistive Technology

**Essential Duties:**

* **Coordinate activities of the ATRC**
* Maintain the ATRC resource library and lab area.
* Check Resource Library equipment for operation, batteries, etc.
* Check supplies for the ATRC, the inventory of devices and low tech supplies:

paper, printer cartridges, batteries, cables, tempo loop, Velcro, glue, etc..

* Maintain Database of vendors, websites and “cheat cheats” for software.
* Maintain web page for ATRC information to include calendar of activities.
* Coordinate trainings and workshops for the ATRC.
* Maintain information on the website.
* **Inventory:**
* Database for the inventory – input new inventory, label items, resolve issues with database.
* Notify staff of overdue items – print overdue notice, follow-up within 1 week.
* Check in/out items to staff. When checking in make sure items are clean and in good working condition.
* Send equipment out for repairs – promptly.
* Unpack inventory and shelve items promptly. If devices check that they are operational.
* Order items promptly and as needed.
* Check that all items ordered have been received.
* Check websites for updates on software.
* Create and maintain a bank of activities for teachers to access for instructional purposes.
* Coordinate testing of software with the technology department.
* **Database of Services to students and teachers:**
* Input of data daily.
* Type report/follow-up, file in student folders.
* **ATSP Responsibilities – maintain a small caseload of students to provide direct service**

The Assistive Technology Service Provider will perform the following:

* provide direct service to referred students within their classrooms
* trial devices, methods and materials
* provide training to direct service providers and parents of referred students
* make a home visit to setup technology in the home if documented by the IEP/504 plan
* maintain documentation of services provided
* maintain documentation of equipment signed out to staff
* attend IEP/504 meetings
* attend Assistive Technology Team Meetings
* conduct workshops
* create activities using Assistive Technology to support SOL’s and IEP objectives enhance personal skills through attending workshops, research and learning new technologies.

**Other Duties:**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in assistive technology.
2. Performs any other related duties as assigned by the Executive Director of Technology and Director of Special Education/Assessment Services or other appropriate administrators.

**Application Procedure:**

Interested individuals who meet all minimum qualifications should apply to the Human Resources Department