***Assistive Technology Team***

***Action Plan***

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| ***Strategy*** | ***Projected Time Frame*** | ***Individuals Responsible/Other***  ***Resources Needed*** | ***Status Update*** |
| ***Planning Phase:*** | | | |
| 1. Form a system-wide assistive technology team (representatives from various disciplines –administrator, instructional technology specialist, OT/PT, SLP, general education teacher, special education teacher, vision specialist) |  |  |  |
| 2. Educate team about benefits and scope of assistive technology (Intro. to A.T.) |  |  |  |
| 3. Develop roles and responsibilities of an assistive technology team. |  |  |  |
| 4. Educate team about systems-change process. |  |  |  |
| 5. Educate team about the collaborative team process. |  |  |  |
| 6. Develop a schedule for regular planning team meetings. |  |  |  |
| 7. Collect data to support the need for assistive technology services, devices and supports. |  |  |  |
| 8. Research existing models of assistive technology service provision. |  |  |  |
| 9. Visit sites with successful AT teams |  |  |  |
| 10. Select an assistive technology model for implementation (system-wide model) |  |  |  |
| 11. Gain administrative support for proposed AT initiative (meet with administration) |  |  |  |
| 12. Develop an action plan. |  |  |  |
| 13. Develop an AT vision statement. |  |  |  |
| 14. Attend AT conferences, workshops to gain new skills in AT. |  |  |  |
| ***IMPLEMENTATION PHASE*** | | | |
| 1. Develop an AT Lab (find a location, order furniture, set up lab) |  |  |  |
| 2. Develop a database for materials inventory. |  |  |  |
| 3. Order materials based on division-wide needs (order and inventory). |  |  |  |
| 4. Develop a check-out system for AT lab. |  |  |  |
| 5. Develop a system for inventory and equipment maintenance. |  |  |  |
| 6. Refine a model for assistive technology assessment. |  |  |  |
| 7. Develop a system for referral and tracking an AT assessment system. |  |  |  |
| 8. Provide information about AT team to administrators, teachers, therapists at school staff meetings, etc. |  |  |  |
| 9. Develop a plan for presenting AT training |  |  |  |
| ***SYSTEM IMPLEMENTATION*** | | |  |
| 1. Establish a full time position for AT (split between two positions?) |  |  |  |
| 2. Develop an Advisory Team |  |  |  |
| 3. Meet with stakeholders to develop a comprehensive technology plan to ensure that AT is included in the Tech Plan. |  |  |  |
| 4. Money is dedicated to AT |  |  |  |
| 5. Revise policies and procedures to provide effective assistive technology devices and services/Develop an AT manual. |  |  |  |
| 6. Develop an AT team brochure. |  |  |  |
| 7. Educate school system staff about the process for IEP consideration of AT, AT referral process and other changes to policies and procedures |  |  |  |
| 8. Develop a job description for the full time AT position and other staff who fulfill AT responsibilities. |  |  |  |
| ***CONTINUATION PHASE*** | | | |
| 1. Continue regularly scheduled planning meetings. |  |  |  |
| 2. Review the Quality Indicators for Assistive Technology and adjust action plans on an annual basis. |  |  |  |
| 3. Include assistive technology information and materials in the Parent Resource Center. |  |  |  |
| 4. Assess the professional development needs of all staff on an annual basis. |  |  |  |
| 5. The principles of universal design for learning are embedded in division-wide professional development plans. |  |  |  |
| 6. Continue to collect data to support the benefits of AT devices and services. |  |  |  |
| 7. Systematically analyze data to ensure accountability for student progress. |  |  |  |