

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**ASSISTIVE TECHNOLOGY ASSISTANT WITH DEGREE**

**DEPARTMENT: School**

**JOB SCOPE**

Reports to the Assistant Superintendent.  
Works collaboratively with all staff to support the use of assistive technology in all schools.  
Works without close supervision.  
Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

Works collaboratively with Learning Assistance Teachers, Resource Room Teachers, classroom teachers and special education assistants to support the use of assistive technology in all schools. Consults with special education staff and other assistive technology professionals when necessary to identify a potential need for assistive technology.  
Provides recommendations, assists in selection, modification, and implementation of low, mid, and high technology solutions and devices.  
Provides instructional training and support in the use and identification of assistive hardware and software.  
Works with POPARD and SET-BC regarding assistive technology.  
Perform other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
Degree in Child and Youth Care (University of Victoria) or equivalent, with courses applicable to work situation including courses in Assistive Technology, Child Development, and courses specific to the assignment.  
Extensive knowledge of assistive technology (hardware and software, multimedia, and internet).  
Proficiency in using Assistive Technology.  
Ability to maintain good working relationships and communicate effectively with school staff, students and general public.  
Ability to work effectively with students with special needs.  
Ability to use a computer (word-processing, instructional software) for record keeping and assisting students.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to perform heavy physical activity of short duration, e.g., lifting of students.  
Valid BC class 5 driver's licence.  
Valid Level I first aid certificate.  
Good interpersonal and communications skills.  
Four years recent experience working with students with special needs and assistive technology.