

Assistive Technology Services Specialist II

Position Details

Class Code: 1449

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under the direction of the Assistive Technology director or Vision Services coordinator, designs and develops computer- and non-computer-based technological solutions to meet the educational needs of students with disabilities, in coordination with Individualized Education Program (IEP) teams.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Designs, develops, coordinates, and conducts assistive technology training programs, including instructional objectives, course outlines, multimedia instructional materials, and reference manuals.
2. Trains Clark County School District (CCSD) personnel, students, parents/guardians, and community members in accessible educational systems.
3. Researches, evaluates, recommends, and initiates the acquisition of computer- and non-computer-based technologies supporting IEP students with disabilities.
4. Maintains computer- and non-computer-based systems used by students and staff who support students with disabilities.
5. Documents maintenance of computer- and non-computer-based assistive technologies.

6. Conducts programs to train trainers.
7. Meets with departmental representatives to discuss existing computer operations and future requirements.
8. Assists in planning and implementing computer hardware and software installations and upgrades.
9. Monitors and maintains assistive technology inventory in compliance with CCSD procedures; advises on necessary purchases.
10. Maintains records and reports (job records, work orders, inventory supply, materials requests, etc.).
11. Sets up and maintains touchscreen devices, including security systems; previews, installs, updates, and provides training on applications; monitors touchscreen device usage.
12. Collaborates with department staff to define and implement interfaces; ensures browsers and other clients interact properly with required assistive technology software and database systems.
13. Previews, selects, and tests touchscreen accessibility accessories to support students with physical disabilities.
14. Modifies and installs commercially available technologies to enable physical access to computer- and non-computer-based technologies for students with disabilities.
15. Sets up and maintains servers and other computer/non-computer-based technologies for Assistive Technology Services.
16. Assists in diagnosing computer system malfunctions; coordinates and implements necessary repairs.
17. Provides operational support for purchased software.
18. Performs field support at CCSD schools, offices, and other locations, as directed.
19. Guides and assists peers and technicians.
20. Supports student and staff accessibility measures in coordination site-based technicians, User Support Services, Networking Services, and other departments.
21. Coordinates support activities with other departments (equipment repair, telecommunications, supplies/equipment, elementary/secondary education, schools, etc.).
22. Participates in computer access security control procedures.
23. Coordinates application purchases through the Volume Purchase Program (VPP), as applicable.
24. Maintains the computer training lab and related assistive technologies.
25. Images computers, as needed.
26. Accesses and installs Networking Services resources.

27. Repairs assistive technologies and assigns Beyond Economic Repairs (BERs) in compliance with CCSD procedures.
 28. Supervises, assigns duties to, and may participate in the evaluation of the Technical Support Team.
 29. Designs applications to support instructors, parents/guardians, and community members.
 30. Conforms to safety standards, as prescribed.
 31. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves developing training programs and providing instruction to CCSD personnel, students, parents/guardians, and community members on the use of accessible educational systems to support students with disabilities. Collaborates with IEP teams to determine and meet students' needs using commercially available, customized, or newly fabricated technologies. Maintains assistive technologies that support students with disabilities and facilitates the administrative functions of Assistive Technology Services and Vision Services personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of the CCSD's internal organization and administrative information systems.
2. Knowledge of online system operations and communications.
3. Knowledge of computer operations, networking, and imaging.
4. Knowledge of commercial information and data processing software.
5. Knowledge of touchscreen devices, applications, VPP, and device deployment/management.
6. Knowledge of CCSD's directory services, server operating systems, and backup/imaging systems.
7. Knowledge of CCSD procedures, including BER, inventory management, and asset tracking.
8. Knowledge of assistive technology devices and software, including Dynavox, touchscreens, Proloquo2Go, augmentative communication devices, switches, mounts, low vision and blind-specific devices, word processors, and related technologies.

9. Ability to coordinate the design of, modification, fabrication, and implementation of unique computer- and non-computer-based educational technologies.
 10. Ability to communicate effectively, both verbally and in writing.
 11. Ability to troubleshoot and resolve issues with accessible educational systems.
 12. Ability to work collaboratively with support staff, licensed personnel, and administrators.
 13. Ability to motivate and instruct students and adults.
 14. Ability to design, implement, operate, and maintain recordkeeping systems.
 15. Ability to learn and master the operation and application of new technology and automated information processing systems.
 16. Ability to create training materials using desktop publishing software.
 17. Ability to plan, prioritize, coordinate, and organize work.
 18. Ability to maintain accurate records.
 19. Ability to work flexible hours or shifts.
 20. Ability to determine when to act independently and when to refer situations to a supervisor.
 21. Ability to maintain confidentiality as required by the Individuals with Disabilities Education Act and the Family Educational Rights and Privacy Act.
 22. Ability to work with vendors to preview and recommend assistive technologies to support students with disabilities.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Four (4) year college degree from an accredited college or university, including coursework in computer science, or an equivalent combination of experience and training, such as seminars, workshops, self-study, etc.; or,
Two (2) years' progressively responsible, professional experience with computer technology, electronics, and information systems; and,
Two (2) years' experience in low vision and blind-specific technology customization, or assistive technology customization.

Licenses and Certifications

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Five (5) years' experience working with adults and/or children with disabilities.
 2. Experience in conducting seminars, workshops, and training.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Documentation of computer technology training (seminars, workshops, self-study, etc.), if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD offices, schools, and other CCSD facilities.

Work Environment

Strength

Sedentary/medium - exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, assistive educational technologies, computers, printers, modems, telephones, fax machines, multimedia equipment, digital multi-meters, laser communication devices, compact disc/digital versatile disc burners, and tools to create, fabricate, or modify (including tools for wiring and circuitry) metal, wood, or plastic, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/09/25
- Created: 12/08/06