



**Position:** CAI Computer Technician/Assistive Technology Specialist

**Group:** TECH 5

**Supervisor:** CAI Supervisor/Special Education Director

**General Job Description:** To serve as CAI Computer Technician for the Hobbs Municipal School District, and under general supervision, the Assistive Technology Specialist would work directly with special education students and staff to implement and monitor Assistive Technology Services.

**Qualifications:**

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Associate degree in related field preferred but equivalent technology training and/or experience may be accepted
4. Such alternatives to the qualifications as the Board may find appropriate and acceptable.
5. Appropriate certifications
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Comply with all school board policies and regulations.
3. Demonstrate ethical behavior.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Know what to do to successfully complete assigned work.
6. Project an overall concern for personal appearance as it relates to job performance.
7. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
8. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
9. Work in a safe manner with personal safety and the safety of others as the number one priority.
10. Ability to work effectively and appropriately with students, parents and other educational professionals regarding special education student concerns.
11. Collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs for the purpose of developing and implementing assistive technology services.
12. Provide professional staff development and parent training to help school personnel and parents utilize assistive technology tools for students identified with disabilities.
13. Assist and consult with teachers and other personnel in the implementation of assistive technology devices.
14. Assist in installation and maintenance of computer labs.
15. Assist in installation of district adopted software.
16. Assist in meeting the goals of the district's Technology Plan.
17. Install and maintain equipment related to the job.
18. Contact vendors for information.
19. Repair equipment that may not be covered by another service agreement.
20. Serve as site liaison for technology assistance.
21. Perform any other duties as assigned by the CAI Supervisor or the Special Education Director

**Additional Duties and Responsibilities:**

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor.
2. Transport hardware to work sites as necessary.
3. Maintain assigned uniforms, equipment, tools, and work area in operable, safe and attractive status.
4. Account for supplies, materials, and equipment as required.

5. Complete work orders and reports as required in a timely manner.
6. Maintain facilities security.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignment. Regular visits to schools are required for maintenance and/or installation purposes. After hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing, kneeling, moving light furniture, moving equipment is required.

**Safety and Health Requirements:**

1. Blood borne Pathogens Standard Training
2. Knowledge of universal hygiene precautions.

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all technical equipment.

**Terms of Employment:**

Salary and work year to be established by the Board.