

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROGRAM SPECIALIST, Technology State Loan Library

QUALIFICATIONS

- Master's Degree with certification or licensure in one or more of the following areas: speech-language pathology, rehabilitation engineering, exceptional student education, occupational therapy, physical therapy.
- Extensive knowledge of assistive technology applications and five years experience.
- Certification or successful experience in administration and supervision preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures as they relate to Exceptional Student Education/Student Services.
- Knowledge of basic computer software and hardware.
- Knowledge of Student Database Systems.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, curriculum and staff development.

SUPERVISION

REPORTS TO Supervisor, Instructional Programs and Student Services
SUPERVISES Assigned Personnel

POSITION GOAL

To plan, organize, and implement the Technology State Loan Library to provide comprehensive support services to Florida school districts with implementing technology at the local level.

PERFORMANCE RESPONSIBILITIES

1. * Establish and articulate policies regarding eligibility for services through a network of designees of the Directors of Exceptional Education.
2. * Operate a comprehensive Resource Lab and Loan Library to support statewide implementation efforts.
3. * Coordinate the development and dissemination of staff development to all counties in Florida, based on local district needs, without duplication of services.
4. * Establish a system for reviewing and approving requests for Technology State Loan Library services, including assistance in conducting student assessments, school-based follow-up consultations, specialist staff development needs, technical assistance for clients and professionals within school districts, and short term loan of assistive technology devices and peripheral equipment.
5. * Develop and revise the grant application, in order to continue the project as a legislatively mandated service and to meet changing statewide priorities.

PROGRAM SPECIALIST, Technology State Loan Library, Page 2

6. * Monitor all expenditures for the budget.
7. * Develop and implement a process for evaluating project effectiveness.
8. * Establish and coordinate the project's interagency advisory committee, Assistive Technology Committee, and steering committee.
9. * Assist the human resources department in identification and recommend selection of personnel for employment with the project.
10. * Supervise the project's technical, instructional and classified employees.
11. * Provide updated information in the form of progress reports, research studies, and summary reports, to monitor project objectives.
12. * Coordinate comprehensive public awareness activities to insure that prospective clients are aware of Technology State Loan Library services.
13. * Conduct parent education trainings and awareness meetings to promote the awareness and use of assistive technologies.
14. * Collect and report data regarding increased student achievement levels when using assistive technologies.
15. * Function as a substitute team member during regional training or technical assistance consultations, as needed.
16. Perform other duties as assigned by the Supervisor, Instructional Programs and Student Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6300
Job Code 1324
Survey Code 63104

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 27, 2010
September 28, 1999

ADA Information Provided by Britt Smith
Position Description Prepared by Britt Smith