

**Evanston Township High School
1600 Dodge Avenue
Evanston, IL 60201**

Assistive Technology Support Coordinator

JOB DESCRIPTION

POSITION: Assistive Technology Support Coordinator

LOCATION: Special Education Department

REPORTS TO: Director of Special Education or designee

EXPERIENCE/SKILL REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree; PEL *preferred*
- Strong written and verbal communication skills
- Skilled in the use and operation of Microsoft Office and Google Workspace for Education
- Able to promptly and professionally respond to support-related questions, emails, phone calls, and other digital and non-digital communications
- Able to establish and maintain effective working relationships with students and teachers
- Excellent time management skills with the ability to work efficiently under tight deadlines
- Self-motivated, detail-oriented, adaptable, and organized
- Ability to work both independently and in a team-oriented environment
- Ability to multitask, manage complex assignments, and prioritize multiple projects
- Willingness to learn and apply new technology

TECHNICAL EXPERIENCE REQUIREMENTS:

- Experience with PC, MAC, and iPad Devices
- Experience with Google Workspace for Education
- Understanding of and experience with Augmentative and Alternative Communication (AAC) Devices

OVERALL JOB DUTIES:

- Ensures that faculty, staff, and students can effectively utilize Educational Technology Supports in educational, home, and community environments.
- Assists in assistive technology hardware and software purchases. Assists in decisions, coordinating movement, and installation of educational support technology equipment and inventory. Maintains an accurate inventory of assistive technology equipment on all campuses.
- Helps to ensure that individuals are able to effectively utilize educational support technology resources provided by ETHS by developing and maintaining educational support technology and training programs for students, faculty and staff. As well as those without disabilities

who may request training, and for IT Specialists, in order to utilize and troubleshoot educational support technology hardware and software.

- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, and attending professional development courses as required by the Director of Special Education or designee.

Term of Employment: 10-months, 185 day work year