




SOUTH WESTERN CITY SCHOOLS

614-801-3000 

www.swcsd.us 

3805 Marlane Drive
Grove City, OH 43123 

Job Description

Revised: May 2026

Role Overview: The Special Education Technology Teacher is a specialized instructional and technical leader dedicated to bridging the gap between curriculum and accessibility. You will manage the digital infrastructure for special education, conduct formal assistive technology (AT) evaluations, and serve as a strategic advocate for students with diverse learning needs in district-wide technology initiatives.

Qualifications & Skills

- **Certification:** Valid State Teaching License in Special Education (K-12).
- **Expertise:** Deep understanding of the **SETT Framework** (Student, Environment, Tasks, and Tools) for assistive technology.
- **Technical Proficiency:** Advanced knowledge of Learning Management Systems (LMS), accessibility features in ChromeOS/Windows/iOS, and AAC (Augmentative and Alternative Communication) devices.
- **Communication:** Ability to translate complex technical requirements into actionable instructional strategies for teachers and parents.

Reports To: Director of Special Education or Special Education Coordinator

Responsibilities:

- 1. Online Learning Platform Management**
 - **Systems Administration:** Manage student and teacher accounts, administer platform licenses, and ensure appropriate access levels.
 - **Instructional Design:** Create, curate, and monitor self-paced training modules for educators to ensure platform proficiency.
 - **Utilization Oversight:** Monitor teacher utilization of digital tools to ensure students are receiving maximum benefit from online resources.
- 2. Assistive Technology (AT) Considerations**
 - **Formal & Informal Evaluations:** Conduct AT assessments following established procedures within the Evaluation Team Report (ETR) process.
 - **IEP Integration:** Collaborate with specialists to integrate AT considerations and recommendations into the ETR and IEP development process.
 - **Resource Development:** Create and disseminate "Tech Tips" and instructional materials to help staff and students navigate online tools effectively.
- 3. Equipment and Resource Management**
 - **Inventory Control:** Maintain a comprehensive log of all AT equipment, including its physical location and assigned student.
 - **Procurement:** Research specialized equipment, manage the procurement process (ensuring requests are documented with specific student data), and order switch-enabled toys and adaptive tools.
 - **Lending Library:** Organize and maintain an inventory of frequently used AT tools and facilitate trial loans from external agencies for student testing.
- 4. Professional Development and Training**
 - **Annual Certification:** Develop and deliver annual training sessions for online platforms to all relevant educators.
 - **Specialized Workshops:** Design and present professional development on high-leverage assistive technology topics and emerging trends.



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5. Classroom Support and Consultation

- **Direct Instruction:** Provide targeted instruction on AT tools to individuals, small groups, or whole classes.
- **Collaborative Coaching:** Serve as a "push-in" support in classrooms to assist with online programs and technology-based projects.
- **Proactive Identification:** Observe classroom environments to identify students who may benefit from new or adjusted AT interventions.

6. Collaboration and Communication

- **Advocacy:** Serve as the Special Education representative at Network Team and Building Technology Coordinator (BTC) meetings.
- **Strategic Input:** Advocate for the inclusion of special education needs during the planning phases of district technology initiatives and hardware/software purchases.

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