



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
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SAMPLE: PITTSBURGH ASSISTIVE TECHNOLOGY SPECIALIST JOB DESCRIPTION

*For more information on the importance of job descriptions and tips for using them effectively,
review Summer Staff Job Description Guidance.*

Provided by Boston After School and Beyond and Pittsburgh Public Schools, the collection of position descriptions includes sample job postings, scopes of work, and formal job descriptions for a variety of central office and site-based managers, teachers and activity instructors, and other specialists. The format and content of position descriptions vary and include a range of information such as position duties and responsibilities, schedule, compensation, and required qualifications.

Job Number	
Created by	
Visibility Constraints	
* Job Status	
* Job Posting Type	Internal
Posting Date	05/07/2021
Closing Date	05/21/2021
Details	
*School/Department	Office of Out-of-School Time
*Job Title	2021 Summer B.O.O.S.T: Assistive Technology Specialist
Users who should always see this posting: (Help)	<ul style="list-style-type: none"> ● Melanie Claxton ● Christine Cray ● Tylor Hart
*Reason for Job	New Position
Salary:	<p>Up to 24 hours of pre-program work</p> <p>25 days of work during program Full day: 8:30 a.m. – 4:30 p.m. daily (with a 30 min lunch break) or Half day: 4.5 total hours daily *Full or half day will be dependent on enrollment & student need</p> <p>Monday-Thursday, June 22 – August 5 (no program July 5)</p> <p>Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills, Brashear, CAPA, Carrick, Obama</p>
*Job Type	Certified - Position - Valid PA Certificate
Subject Area	<p>The PPS Summer B.O.O.S.T. program is a no-cost, summer learning program designed to support students with building positive relationships and creating opportunities for exploration that put youth on track for their future academic success in a thriving and fun environment. You can learn more about the Summer B.O.O.S.T. Program and read more about our plans at https://www.pghschools.org/summerboost.</p>
Position Summary	<p>Grades K-11</p> <p>The primary purpose of this position is to provide leadership and coordination in the use of assistive technology. The AT consultant will collaborate with the Program for Students with Exceptionalities, Office of Out of School Time, and Instructional Technology departments to successfully facilitate the integration of AT into the educational program to provide access to the general education curriculum for students with disabilities; supports students in K through age</p>

21 years. Will provide training to staff, students, and families in the use of AT, as needed.

The final design of the special education support model will depend on final student enrollment. Students will be placed at sites according to need, and the AT Specialist will travel from site to site-supporting staff and students as needed.

Qualifications

A Master's degree and one of the following PA teaching certifications or licensure is required: Special Education, Speech & Language Impaired (PK-12), Speech and Language Pathologist (PK-12), or PA Licensure in Occupational Therapy

***Residency Requirements**

No Residency Requirement

Essential Job Functions

Essential job functions vary by position. Please review individual job descriptions at <https://www.pghschools.org/summerboost>.

of Jobs

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Internal Notes:
