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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678



**NOTICE OF VACANCY**

**POSITION:** ASSISTIVE TECHNOLOGY TECHNICIAN

**JOB SUMMARY:**

The person who holds this position will provide assistance/support to the Assistive Technology Specialist and Special Education staff regarding assistive technology devices and software.

**REPORTS TO:** Assistive Technology Specialist and Director and Supervisor(s) of Special Education

**QUALIFICATIONS AND EXPERIENCE:**

At the time of application, the candidate must have:

1. An Associate's degree, preferred.
2. Recent general office, clerical, secretarial and/or microcomputer experience.
3. Ability to communicate effectively, both verbally and in written form with co-workers, administrators, parents and the general public.
4. Ability to operate word processing/text-editing/scanning equipment and software, in particular Kurzweil.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain caseload database.
2. Maintain inventory database and inventory new items.
3. Maintain ordering information.
4. Train students/staff in use of Kurzweil and other software programs.
5. Assemble training materials.
6. Troubleshoot computers/software.
7. Set-up laptops for trainings.
8. Make AT materials, i.e. language boards, adapted stories, etc.
9. Maintain resource guide.
10. Assist in publication and distribution of quarterly assistive technology newsletter.
11. Collect and deliver equipment.
12. Manage/type forms.
13. Load special education software as requested by the AT Specialist.
14. Contact person for Kurzweil request and questions.
15. Introduce and demonstrate software.
16. Help identify workstation and load software.
17. Scan and edit texts.

**OTHER DUTIES:**

1. Performs related work as required or assigned by the Director and Supervisors of Special Education.

**PHYSICAL DEMANDS:**

No unusual physical demands.

**UNUSUAL DEMANDS:** Compliance with State and Federal regulations for special education.

**TERMS OF EMPLOYMENT:**

Ten (10) month position as established by policies of the Calvert County Public Schools.

**FLSA STATUS:** Exempt.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30pm.

- Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678  
410-535-1700

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**Anti-Sexual, Anti-Racial and Anti-Disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to

any form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road

Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481