

*Assistive Technology Team  
Team Member Roles and Responsibilities*

**Coordinator/Administrators Responsibilities:**

This position assumes all of the same responsibilities of the core and extended team members in addition to the following activities:

- Coordinate AT funding and expenditures
- Coordinate all Purchase Orders
- Take care of administrative tasks related to the AT resource center and materials and AT services
- Liaison between Exceptional Education and the School Board Administration
- Coordinate and provide division-wide professional development
- Consultant for complex Assistive Technology situations related to individual students
- Representative to the Department of Education's AT Advisory Committee
- Member of the Regional AT Members group

**AT Team Members:**

The team members are responsible for the following activities in addition to all of the activities of the "extended" team members:

- Facilitate AT assessment process
- Participate and provide AT assessment for students in a variety of need areas
- Provide AT recommendations
- Attend team meetings to provide input regarding AT assessment and recommendations.
- Research current assistive technology and their application to students with disabilities.
- Participate in IEP development, 504 development and child study teams
- Provide AT training to students and staff members as part of the recommend→train→implement→follow up process
- Evaluate and provide technical support (adapt, modify, position) around AT needs
- Fabricate and adapt materials
- Develop/modify instructional activities involving AT
- Staff AT lab
- Provide AT training to teachers, therapists about AT products and their application in educational settings
- Facilitate mini- trainings/professional development for AT
- Maintain an inventory (order, inventory, repair)
- Participate on a division-wide AT team to develop policies and procedures around AT (planning and implementing)
- Seek professional development AT to stay abreast of cutting edge technologies

**Extended AT Support Team Members:**

The extended team members are responsible for follow up and implementation of assistive technology services and devices with students.

- Provide direct follow up to students as a result of AT evaluations and/or consultations.
- Provide feedback to the AT team about student progress and act as liaison between teachers and AT members.
- Document the use of assistive technology and resulting outcomes of use of AT.
- Manage inventory related to students served for AT follow up.