

ALL PRINCIPALS/APs: Identification, Role and Responsibilities of the School-Based Assistive Technology Contact
Category:

Audience: All Principals/APs

Due Date: n/a

Meeting Date: n/a

To provide information for school administrators regarding identifying the School-based Assistive Technology Contact (ATC) and the role and responsibilities of the ATC

In accordance with the requirements set forth in the Individuals with Disabilities Education Act, the use of Assistive Technology (AT) must be considered for all students in Exceptional Student Education (ESE). In addition, all students with an Individual Education Plan (IEP) who have been determined to have a print disability must have access to instructional materials in the specialized formats needed to ensure their maximum success in school.

All schools are required to identify a School-based ATC who will coordinate the provision of AT and the distribution of Accessible Instructional Materials (AIM) at the school level in order to increase the probability of success for students with disabilities.

The roles and responsibilities of the School-based ATC are as follows:

- Receives periodic information from the District Chairperson for Assistive Technology and shares information with school personnel;
- Attends training(s) regarding district AT procedures and the provision of AT and AIM to students;
- Coordinates the School Support Team (SST) in following the procedures for AT as detailed in the M-DCPS Local Educational Agency (LEA) Guide, including the completion of the Assistive Technology Assessment and Implementation Plan K-12 (ATIP) (FM 7067);
- Maintains a list of all students at the school who are using AT and/or AIM as per their IEP or Section 504 Plan and the type of devices/tools/materials used; and
- Directs educational staff at the school to available accessible materials and resources.

The School-based ATC should be identified during the first two weeks of the school year. All instructional staff should be provided the name of the School-based ATC.

- For additional information, please contact Sheila Miguel, Department Chairperson for Assistive Technology, at smiguel@dadeschools.net.

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