

Administrative Self-Assessment For Assistive Technology Services

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| <i>Leadership and AT Services</i> | Always Evident | Usually Evident | Seldom Evident | Not Evident |
|---|-----------------------|------------------------|-----------------------|--------------------|
| I know what AT is and how it can benefit students with disabilities. | | | | |
| I know the legal requirements to provide AT for people with disabilities and the implications for my program. | | | | |
| I facilitate the shared development by all stakeholders, including students and families, in developing a vision for AT use and widely communicate that vision. | | | | |
| I identify, communicate, model, and enforce social, legal, and ethical practices to promote responsible use of AT. | | | | |
| I support faculty and staff in using AT to improve the education of students with disabilities. | | | | |
| I publicly acknowledge the importance of AT and highlight student achievements that result from its use. | | | | |
| I advocate on regional and state levels for policies, programs, and funding opportunities that support implementation of the district AT plan. | | | | |

| <i>Management and AT Services</i> | Always Evident | Usually Evident | Seldom Evident | Not Evident |
|---|-----------------------|------------------------|-----------------------|--------------------|
| I develop, implement, and monitor policies and written operating guidelines to ensure legal, ethical, and cost effective AT services. | | | | |
| I ensure that written guidelines include processes for AT consideration during the IEP meeting, AT assessment, finding sources of AT for trial use. | | | | |
| I ensure equity of access to AT devices and services. | | | | |
| I ensure that all appropriate employees know how to respond to a parent's request for AT. | | | | |
| I require that staff use data to make AT decisions. | | | | |
| I allocate funds and human resources to the implementation of AT services. | | | | |
| I make time available for staff to plan for implementation of AT services. | | | | |
| I ensure that AT services are provided in a cost effective and efficient manner. | | | | |

| <i>Supervision and AT Services</i> | Always Evident | Usually Evident | Seldom Evident | Not Evident |
|---|-----------------------|------------------------|-----------------------|--------------------|
| I assess staff knowledge, skills, and performance in using AT. | | | | |
| I recruit professionals with AT skills when hiring new staff. | | | | |
| I ensure that all staff, including general education teachers, have the necessary level of understanding of AT to fulfill their role in the provision of AT services. | | | | |
| I address AT as part of staff evaluation and supervision. | | | | |
| I use staff assessment results to make informed decisions about personnel assignments, responsibilities, and needs for training. | | | | |
| I ensure that all staff members who serve a child with a disability implement an IEP that includes AT in a legal and ethical manner. | | | | |
| I foster a school environment that has a low level of conflict and I assist in conflict resolution when AT issues arise. | | | | |
| I facilitate and support collaboration in AT-enriched environments to improve learning for students with disabilities. | | | | |

| <i>Program Development and AT Services</i> | Always Evident | Usually Evident | Seldom Evident | Not Evident |
|--|-----------------------|------------------------|-----------------------|--------------------|
| I develop, implement, and monitor a long range, and system wide AT plan. | | | | |
| I identify barriers to the effective delivery of AT services and develop plans to remove them. | | | | |
| I use multiple methods to assess and evaluate appropriate uses of AT resources. | | | | |
| I assess AT training needs for all staff. | | | | |
| I ensure that AT is part of school wide professional development and encourage staff members to pursue AT training when appropriate. | | | | |
| I conduct ongoing evaluation of AT services. | | | | |
| I implement procedures to drive continuous improvement of AT systems and to support AT replacement cycles. | | | | |
| I integrate AT into strategic plans, technology plans, and other improvement plans and policies to align efforts and leverage resources. | | | | |