

**AT Services: Date: 12/9/13**

**Team Members:**

**Area: Administrative Support**

Our team chose this area because of the need to establish a foundation for AT by developing procedure guidelines, forming a team, and disseminating the information to the entire school system. While some AT information is available through OSDE documents, we find that the process, procedures, and knowledge of AT in our school system is lacking. Without administrative support in establishing and clarifying information related to Assistive Technology, our team will not be successful in implementing changes and moving forward in expanding knowledge and use of AT throughout our district.

**QIAT Indicator Team Ratings and Projected Goal**

<b>Indicator</b>	<b>Rating</b>	<b>Short Term Goal</b>
1. Written procedural guidelines	1	2-3
2. Broad dissemination	1	2
3. Includes AT in job descriptions	1	2
4. Employs personnel with AT competency	1	2
5. Agency includes AT in budgeting	1	2
6. On-going learning opportunities	2	2
7. Systematic process to evaluate agency AT	1	2

**Short Term Goals**

**Timeline: January/February**

Our short term goals focus on gathering information to support writing procedural guidelines, identifying knowledgeable people in our district, and obtaining information regarding current AT use and supports. This system review will provide our team with the information needed to plan and proceed a successful AT program.

**Plan/Person Responsible**

1. Review AT Operation Guidelines Manual referenced at training: All team members
2. Review SPED handbook for AT policy/procedure information: MK
3. Review SPS information on AT: AJ
4. Identify previous AT team members or personnel with AT knowledge and if AT is included in SPS/SPED budget: ML
  - a. Contact KF
  - b. Contact CT
5. Obtain and review job descriptions for various positions for information related to AT: LM
6. Develop survey to acquire knowledge regarding knowledge and use of AT within SPS district: LB
7. Review ASHA position statement, technical reports, responsibilities regarding AT in schools: MH

**Next Step:**

Our team will meet on Wednesday, 12/11/13 at 4:15 p.m. at the Middle School Library to discuss information regarding AT knowledge and use in district that has been gathered.

Our team met on 12/11/13. We were able to review some AT guidelines/documents that previous AT teams have designed. KF (PT) will email copies of these documents to all current AT team members for extended review and comments.

AT survey was developed by LB. She will review survey along with information provided by KF to identify any additions to survey. This survey is to identify knowledge of AT and personnel in the

**district with interest in AT who may be potential team members will be submitted to building principals for dissemination to all teaching staff , teaching assistants, and related service personnel.**

**No job descriptions were available for any position requested per BOE.**

**Plan:**

**Survey will be given to staff via survey monkey upon return from Winter Break.**

**Team will meet again on 1/29/13 to review the survey results, reassess QIAT team results with new information.**