

96 | Administrative Support for AT

okabletech-docs.org/homepage/at-ta-document-part-b/appendix-b-virtual-binder/96-administrative-support-for-at/

Page 96

Quality Indicator for Assistive Technology: Administrative Support for AT

Promising Practices

1. Comprehensive written procedural guidelines that address all components of AT service delivery are in place.
2. Procedures are disseminated to all agency personnel and consistently used.
3. Job requirements related to AT are written for all personnel who provide AT services and are clearly aligned to job responsibilities.
4. AT competencies are consistently valued and used in hiring, assigning and evaluating personnel.
5. AT is included in the agency-wide technology planning and budgeting process in a way that meets AT needs throughout the agency.
6. Learning opportunities related to AT are provided on an ongoing basis to address the changing needs of students with disabilities, their families and the staff who serve them.
7. A systematic procedure is consistently used throughout the agency to evaluate all components of the agency-wide AT program.

Resources for developing Operational Procedures

See Appendix C for additional administrative support resources.

Page 96

97 | Administrative Support for AT (cont.)

okabletech-docs.org/homepage/at-ta-document-part-b/appendix-b-virtual-binder/96-administrative-support-for-at/97-administrative-support-for-at-cont/

Page 97

Sample Operational Procedures for Administrative Support

Our Local Education Agency, _____ (*name of school / district*), has chosen collectively to address administrative support for AT using the following guidelines:

Our district has comprehensive operational procedures for the eight areas of AT service delivery including:

1. AT Consideration
2. AT Assessment
3. AT in the IEP
4. AT Implementation
5. Evaluation of Effectiveness
6. AT Transition
7. Administrative Support
8. Professional Development and Training in AT

These operational procedures and associated forms are disseminated to staff via _____ (*how will staff be notified that the procedures exist?*).

Our district uses the _____ (*i.e.; Administrators' Balanced Scorecard for Assistive Technology Services found here: <http://www.texasat.net/Assets/admin-at-balanced-scorecard-2006.pdf>; or other equivalent form*).

The Balanced Scorecard approach is used to examine an organization's mission and consider factors that influence overall performance from four different points of view:

1. Customer, Stakeholder, and Implementer Perspective;
2. Internal Process Perspective;
3. Financial Perspective, and
4. Learning, Growth, and Innovation

For each perspective, objectives related to the mission are identified and measures are developed that can be used to keep track of progress and show areas in which change is needed.

Once completed, the AT scorecard form will be kept _____ (*name location for hardcopy / digital file*).

Once completed, the administrative support plan form will be kept _____ (*name location for hardcopy / digital file; ex.. in the student's cumulative file*).

Signed Into Effect on _____ (*Insert Date*) by _____
(*Administrator's signature who approved guidelines/procedures.*)

Page 97