**Assistive Technology Instructor Job Description**

**Job Title: Assistive Technology Instructor**

**Reports To: Director of Technology**

**Department: Rehab**

**FLSA Status: Exempt Location: Ft Lauderdale**

**Prepared By/Date: Approved By/Date:**

**Summary:** Instructs clients in use of adaptive technology in computers, cellphones, tablets, and similar high technology devices.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Provide instruction to individuals in the core areas: use of assistive technology on a PC/Mac and mobile devices, including JAWS, NVDA, ZoomText, Talkback, VoiceOver, and other built-in accessibility features/software

Assist in the development and implementation of an individualized instructional plan for each client

Develop and maintain lesson plans for instructional purposes;

Provide training in the classroom, remotely, or other community location as appropriate;

Maintain appropriate records, gather essential data, and other information to prepare periodic reports reflecting progress, evaluation, problems, plans, and specific recommendations;

Report problems with equipment, recommend additional equipment or services, request upgrades as technology continues to advance;

Maintain teaching area in functional and orderly condition.

Troubleshoot technology issues with client devices as well as computer lab machines.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor’s degree in computer-related field or experience in use of PC systems and adaptive technology used by people with visual disabilities is required. Demonstrated success in teaching persons with visual disabilities is required.

**Certificates and Licenses:**

Florida DBS certifications in screen reader and magnification required within 18 months of hire. CATIS, TVI, and/or CVRT degree/certification preferred.

**Language Ability:**

Ability to analyze and interpret relevance of professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving abstract and concrete variables in non-standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have a working knowledge of Microsoft Word, Excel, and email/Internet software, and know or learn the Lighthouse client database (Apricot). Ability to troubleshoot technological issues is required. Strong skills are required in the use of various assistive technologies, including screen readers and magnification software, as well as remote control software, including JAWS Tandem.

**Supervisory Responsibilities:**

There is no supervisory role in this position.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds. No specific vision abilities are required by this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear and to travel within the Lighthouse facility. The employee is occasionally required to travel off-site to other agencies. The ability to travel between sites to supervise off-site locations is a requirement of the job.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies: **Technical Skills** - Strives to continuously build knowledge and skills.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

**Interpersonal -** Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Listens and gets clarification; Responds well to questions. Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Supports everyone's efforts to succeed.

**Written Communication** - Writes clearly and informatively; Able to read and interpret written information.

**Ethics** - Treats people with respect; Works with integrity and ethically.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time.

**Adaptability** - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Asks for and offers help when needed.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.