**Job Announcement: Access Technology Instructor**

The Lighthouse for the Blind and Visually impaired is seeking an Access Technology Instructor in our Access Technology department. The AT department trains more than 300 students each year on the use of screen readers, magnification software, specialized devices, mobile phones and smart home technology. The AT department also partners with dozens of companies to ensure apps, websites, and products are accessible to blind and visually impaired users.

The Access Technology instructor is responsible for providing technology training to blind and visually impaired students both one on one and in group workshops. Class sessions may be held virtually or in person. Instructors work with each student to define learning goals, present material in a clear and comprehensive manner, and document instruction in the Lighthouse database. Instructors stay current on the latest access technology, and the accessibility of mainstream apps, to serve as a technology resource for Lighthouse students and community members.

LIGHTHOUSE JOB DESCRIPTION

**POSITION:** Access Technology Instructor

**REPORTS TO:** Jeffrey Colon

**STATUS:** Full-time, Non-Exempt

**JOB CLASSIFICATION:** Specialist I or II

**WORK ARRANGEMENT:** Hybrid, Remote (3 days In-person)

**SALARY RANGE:** $53, 194/year to $58, 619/year

**APPLICATION DEADLINE:** Open Until Filled

**This position may be for you if:**

* You keep pace with the latest in mainstream and access technology.
* You are interested in the interactions between people and the technologies they use.
* You enjoy spending significant parts of your workday interacting with students
* You enjoy explaining technical concepts to others
* You would like to be part of a team of Access Technology professionals that offer innovative solutions such as dynamic group classes, tech support and remote training

**QUALIFICATIONS:**

Education or equivalent:

* Bachelor’s degree in education, Rehabilitation Teaching, Computer Science, or comparable degree/experience

Experience:

* In depth knowledge of at least two of the following operating systems:
  + Windows
  + Mac OS
  + iOS
  + Android
* Advanced user of screen reading and magnification software for desktop and mobile operating systems
* In depth knowledge of non-visual techniques for information access including:
  + Efficiently navigating websites
  + Using apps and software to access printed material
  + Using GPS and wayfinding apps for navigation.
* Knowledge of the following productivity suites
  + Microsoft 365: Word, Excel, PowerPoint, Outlook, OneDrive, and Teams
  + Google Workspace: Docs, Sheets, Slides, Gmail, Calendar, Drive and Meet
* Basic understanding of smart speakers and smart home technology
* Demonstrated ability to create lesson plans
* Demonstrated ability to work with different meeting platforms
* Elevated level of emotional intelligence to relate to students at all levels of adjustment to blindness
* Demonstrated ability to convey technical knowledge in a clear and approachable manner
* ability to learn emerging technologies from documentation and tutorials

**Preferred qualifications:**

* Proficiency in the UEB Braille code
* Fluency in a second language in addition to English (Spanish strongly desired)

**PHYSICAL REQUIREMENTS:**

Must be able to: Carry or transport 20lbs; sit at a desk and perform computer-intensive work for long periods of time; operate standard office equipment; travel independently.

**JOB ACCOUNTABILITIES:**

* Work with students defining individual service plans, which include schedules, goals, and objectives for their technology training
* Deliver individual or group training to blind and visually impaired students on a variety of technologies
* Provide services at the Lighthouse headquarters, satellite offices, at students’ homes or remotely
* Design and deliver workshops on current technology topics in collaboration with the rest of the access technology team
* Develop class curriculum and lesson plans with other members of the Access Technology team
* Keep accurate and timely records of student progress in the Lighthouse database.
* Other duties as assigned

**Diversity and Inclusion:** LightHouse intentionally and actively works to minimize barriers to employment faced by many marginalized groups. As a result, we welcome applicants from diverse backgrounds and abilities, including but not limited to applicants who possess various disabilities, racial and ethnic backgrounds, sexual orientation, gender identities, and ages.

**WORKING CONDITIONS:**

LightHouse for the Blind and Visually Impaired is an equal opportunity employer to all. Qualified applicants are considered regardless of age, race, color, creed, national origin, ancestry, marital status, pregnancy, disability, medical condition, genetic information, gender identity, sex, sexual orientation, religion, military veteran status, political affiliation, height, weight, or any other factor unrelated to the job.

We strive to maintain a scent-free environment and a drug-free workplace free of harassment, in accordance with California law. Employees are expected to behave in accordance with these objectives.

All LightHouse employees are hired for an indefinite and unspecified duration and consequently, no employee is guaranteed employment for a specified length of time. Employment is at the mutual consent of the employee and LightHouse. Accordingly, either the employee or LightHouse can terminate the employment relationship at any time, with or without cause (“employment at will”).

**TO APPLY:**

Please submit a cover letter and résumé as Word attachments (no PDFs please), to [hr@lighthouse-sf.org](mailto:hr@lighthouse-sf.org), including the job title in the subject line. We will not consider videos or hyperlinks to online profiles. Due to time constraints, we will only respond to complete submissions in which there is serious interest. Thank you for your understanding.