LIGHTHOUSE VISION LOSS EDUCATION CENTER

### JOB DESCRIPTION

## ASSISTIVE TECHNOLOGY INSTRUCTOR

*UPDATED:* October 2023

*FLSA STATUS:* Salaried Exempt

*SUPERVISOR*: Vocational Rehab Career/Assistive Technology Manager

*JOB SUMMARY:*

The Technology Instructor develops and executes training plans for visually impaired clients in the use of assistive technology devices and programs.

*RESPONSIBILITIES:*

Essential Functions:

* Develop instructional materials and lesson plans for use in teaching assistive technology devices and programs.
* Assess individual client needs for assistive technology training at clients’ homes, job sites or a Lighthouse facility as needed.
* Develop, in conjunction with the client (and referring agency if applicable), goals to be accomplished during training.
* Provide instruction in computer, tablet and smartphone functions and assistive technology programs and devices such as ZoomText, JAWS, VoiceOver, etc. over various platforms, i.e. iOS, Windows, Android
* Assess client’s progress toward meeting his/her goals and work to overcome any obstacles to progress, coordinating with referring agency and other staff if applicable.
* Complete and enter into database all reports and statistical information required by Lighthouse and funding sources such as DBS to document client progress including evaluations, goals, daily and monthly progress, prior to established deadlines.
* Attend meetings with referring agencies to discuss progress and help the client achieve his/her vocational goals.
* Stay current with new developments and technology in the field and recommend appropriate new developments to manager; attend training programs relative to assistive technology as instructor’s training schedule and Lighthouse funds permit.
* Assist in evaluating hardware, software and other adaptive devices donated to Lighthouse if needed.
* Participate in an interdisciplinary approach with other staff members to promote interest, enthusiasm, and knowledge about assistive technology.
* Attend meetings and trainings as needed.

Other Functions:

* Support Lighthouse’s fund-raising activities.
* Perform other duties as assigned.

*KNOWLEDGE/SKILLS/ABILITIES NEEDED*:

* Degree in Visual studies or related field preferred.
* Minimum one year of instructional experience preferred.
* Knowledgeable about various computer operating systems and tablet/smartphone device accessibility.
* Knowledgeable about various adaptive computer software programs for the blind and visually impaired such as ZoomText, JAWS, etc. preferred.
* Knowledge of Microsoft Office and Google Suite applications
* Good knowledge of implications of eye disorders, blindness and other disabilities is preferred.
* Excellent interpersonal and communication skills for conveying technical information to a diverse range of clients and staff with a variety of skill levels.
* Strong organizational skills and ability to prioritize tasks in order to meet deadlines.
* Works independently with minimal supervision.
* Discretion and ability to maintain confidentiality of information.
* Ability to work cooperatively as a team member to meet organizational goals.

Physical Demands:

* Ability to operate basic office equipment such as computers, copiers, printers and fax machines.
* Ability to travel within the service area (at times this can exceed two hours each way).
* Ability to operate equipment used in rehabilitation service delivery.
* Ability to sit working at a computer or desk for sustained periods of time.
* Ability to speak loudly yet patiently with hearing-impaired clients.

Other Requirements:

* Access to reliable transportation enabling regular, predictable, on-time attendance.
* If employee drives a car for Lighthouse business, valid Florida driver’s license, good driving record and proof of insurance are required.
* Pass background check.
* Maintain and provide proof of required professional certifications if applicable.