 **August 2023 Job Opening**

 **Utica or Syracuse Locations**

**Assistive Technology**

**Instructor**

CABVI is seeking an Assistive Technology Instructor to assist children and adults who are blind and visually impaired in achieving their highest level of function in performing tasks of daily living, education, and employment through the development of assistive technology skills.

**KEY JOB ELEMENTS**

* Remain current in all aspects of assistive technology including assistive computer technology, cell phone usage, braille embossers, CCTV products, emerging technology products including wearable devices and much more. This would include both hardware and software.
* Work with the Technology Manager to develop opportunities to share technology with other professionals in the form of workshops, conferences staff training days, agency tours and more.
* Work with the Technology Manager to develop and conduct creative, interesting and educational programs for both adults and children in residential, remote and day programs. Complete all required documentation. Meet the needs of all students, in both an individual and group format. Provide classroom instruction within the technology center and assist with program participant recruitment.
* Continually research advances in the technology field, new products, and applications. Attend trainings and meetings, as needed.
* Develop and ensure the provision of quality technology services and the timely delivery of these services to CABVI consumers.
* Develop professional, collegial relationships with school districts, other CABVI departments, funding/grant sources and related groups.
* Provide technology services to children with visual impairments located in public/private school settings. Provide consultative services to teachers and school personnel. Complete assessments, develop lesson plans and complete quarterly and annual reports. Provide training to parents and caregivers, as needed.
* Provide technology services through funding streams including, but not limited to, vouchered payments, in-kind services, private contracts and grants.
* Work with CABVI internal departments to ensure the assistive technology needs of employees are met. Provides assessment and training to employees as needed.
* Conduct community presentations on adaptive technology.
* Perform technology hardware and software maintenance and troubleshooting tasks as needed
* Complete and submits all required documentation in a timely manner.
* Adapt to change and completes other duties as assigned.

**COMMUNICATION SKILLS**

Must have ability to read, analyze, and interpret general periodicals, professional journals, and technical procedures. Must be able to write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, consumers, employers, educators, associated professionals, and the general public. Must have good customer service skills.

**COMPUTER/TECHNICAL SKILLS**

Must have expertise with microcomputers and their operating systems. Must be knowledgeable regarding conventional hardware/software and installation on both PC & Macintosh systems. Prefer familiarity with large print, speech, Braille. Familiarity with assistive technologies. Fluency in Microsoft Office Suite, including Outlook, word, PowerPoint, Excel. Must have knowledge in Google applications such as Docs and sheets, mobile device applications including iOS and Android. Must be willing to learn new technology.

**PHYSICAL DEMANDS**

Frequently required to talk or hear. Occasionally required to stand; walk; reach with hands and arms; stoop and kneel. Must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the key job elements.

**WORK ENVIRONMENT**

Travel Required. Services are provided in a variety of environments at the convenience of the student, including various CABVI locations, homes, educational sites and work sites. Noise level is moderate.

**EDUCATION and/or EXPERIENCE**

Minimum of an Associate’s degree in computer science, technology or education preferred. Formal training certificates in software or hardware applications may be substituted for advanced degrees. A minimum of one year experience in a teaching or training capacity preferred. Teaching experience relevant to the instruction of legally blind individuals preferred.

CABVI is an Equal Employment Opportunity employer and welcomes all qualified applicants. Qualified applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data or any other legally protected status.

If you are interested in this position, or if you would like this posting in an alternate format, please contact Human Resources.