****

**Computer Instructor Position Description**

Reporting to the Chief Programs Officer (CPO), the Computer Instructor will teach the Association for the Blind and Visually Impaired South Carolina (ABVI) and the SC Commission for the Blind’s (SCCB) computer class in accordance with specific instruction guidelines.

**Position**: Computer Instructor

**Reports To**: Chief Program Officer (CPO)

**Positions Supervised**: None

**Minimum Educational Experience:** Bachelor’s degree preferred.

**Required Licenses or Certifications**: JAWS Certification is a requirement.

**Minimum Experience:** 1+ years’ experience teaching the blind and visually impaired preferred but not required.

**Qualifications/Skills:** Computer Instructor must be able to demonstrate proficiency in computer technology including applications for ZoomText, JAWS, Talking Typing Teachers, Windows, Microsoft Word, Excel, PowerPoint and Outlook. Instructor must have the ability to quickly learn software specific to the department or institution. This includes our client database, Apricot. Instructor must be able to type at a minimum rate of 40wpm. Knowledge of other assistive technology devices and braille is a bonus but not necessarily required.

**Core Values:** All employees are expected to exemplify the core values of ABVI. The core values are: 1. Mission First, 2. Courageously Innovative, 3. Work Smart, 4. Culture of Discipline and 5. Accountability.

**Responsibilities:**  Include, but are not limited to:

* Working within a set syllabus to teach computer classes for up to 4 students per class.
* Tutoring on typing skills and computer skills as needed/scheduled.
* Training students with a focused on vocational rehabilitation skills and/or personal independence (ex. home and bill management) skills.
* Teaching skills such as, but not limited to, Microsoft Office (Microsoft Word, Excel, Outlook, etc.) use of the internet, JAWS and/or ZoomText, typing skills, etc.
* Administering initial computer assessments and helping to schedule students’ final exams. Instructor is also responsible for administering student quizzes throughout the class.
* Updating Apricot (client database) daily with students’ attendance, progress notes and, as needed, quiz scores.
* Reporting any decline in or lack of progress and/or any attendance issues to the CPO.
* Relaying any positive or negative comments, suggestions, complaints or concerns from clients regarding programs, etc. to the CPO in a timely manner to allow for a proper, immediate and appropriate response.
* Developing, nurturing and maintaining a professional relationship with clients, community agencies, program instructors, volunteers and the community-at-large.
* Continuing education such as maintaining a JAWS certification through the Freedom Scientific JAWS Certification Test and other requirements as specified by ABVI and SCCB.
* Notifying the CPO of any software updates or needs.

**FLSA Status: TBD based on applicants. This could be a fulltime or part time position.**

*We are an equal employment opportunity employer.*