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| **Position #:** 00012 | **Effective Date:** 5/26/22 |
| **Role Title:** Trainer & Instructor II- 29912 | **Working Title:** AT Instructor |

**Organizational Objective:**

*Brief statement describing the work unit, division, or agency mission. Same for all positions in the unit/division. Aligns the position’s job assignments and priorities to the mission.*

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| The mission of the Virginia Rehabilitation Center for the Blind and Vision Impaired is to provide services and resources which empower individuals who are blind, vision impaired, or deafblind to achieve their desired levels of employment, education, and personal independence. |

**Purpose of Position:**

*Brief description of the primary reason the job exists and provides a general idea of the job responsibilities.*

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| Organizes, plans, and delivers individualized Computer Skills and Access Technology instruction to blind, vision impaired, and deafblind students. This instruction is designed to help students achieve their optimum level of independence in personal, educational, and vocational communication. |

**Job Qualifications**

*Knowledge, skills, abilities, competencies and experience needed for successful job performance including education, licensure and/or certification for entry into position. Recommendation: List “Qualifications” as bullet points.*

**Required Qualifications (absolute musts):**

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| * College or university degree in education, information systems, computer science, rehabilitation, or related field or combination of education, experience, and/or professional certifications relating to access technology used by individuals who are blind, vision impaired, or deafblind; * High level of access technology literacy and the ability to master multiple computer applications; * Ability to evaluate the computer skills and access technology needs of students who are blind, vision impaired, or deafblind; * Ability to formulate an instructional plan to meet each student's needs and provide appropriate instruction; * Ability to prepare written reports on student’s progress; excellent teamwork skills; excellent interpersonal skills; demonstrated teaching ability; * Knowledge of access technology software and devices; * Ability to teach effective strategies for accessing online academic programs; * Ability to communicate effectively orally and in writing; * Ability to install, test, and configure hardware and software to facilitate operation with speech, refreshable Braille, and screen enlargement systems; and * Ability to teach the use of social media and employment related applications. |

**Preferred Qualifications (good to have):**

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| * Experience teaching individuals who are blind, vision impaired or deafblind. * Ability to gather data about a student's career interest and the technology that the student would use on the job. |

**Core Responsibilities and Measures (5 max)***(Leadership and Performance Management competencies will auto populate on the job description eform based on the position level)*

**Responsibility #1**

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| **Title:** Instruction |
| **Summary:** Provides instruction in keyboarding, computers, and access technology. |
| **Specific Tasks *(includes but not limited to)*:** *List “duties” as bullet points using action verbs*   * Develops curriculum and lesson plans for all training areas. * Plans individualized training in computer and access technology skills based on each student’s personal, educational, and vocational goals, potential, needs, and abilities. * Provides necessary instruction based on evaluation. * Provides ongoing feedback to the student and adjusts training plans as necessary. * Provides computer access training opportunities through virtual seminars as scheduled. * Provides training in the use of social media, iOS Products, on-line courseware, and electronic note takers. |
| **Measures:** *(directly related to specific tasks): List measures as bullet points using subjective adjectives and adverbs*   * In compliance with VRCBVI policies and procedures, provides instruction to assigned students to meet each student's needs, utilizing appropriate techniques, resources, and lesson plans to include individual and group activities. * On a weekly basis, provides each student with explanation and clarification of progress and recommendations for upcoming lessons. * 90% of the time, meets goals mutually set with students within established timeframes. * Expertly trains students in social media, online courseware, iOS Products, and electronic note takers. * Following guidance from the VRCBVI Administration, conducts virtual seminars as scheduled. |

**Responsibility #2**

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| **Title:** Evaluation |
| **Summary:** Evaluates needs and makes equipment and training recommendations. |
| **Specific Tasks *(includes but not limited to)*:** *List “duties” as bullet points using action verbs*   * Evaluates each student’s needs in the area of computer use and communicates findings and recommendations for equipment and/or training, both orally and in written form, as they relate to the student’s goals. |
| **Measures:** *(directly related to specific tasks): List measures as bullet points using subjective adjectives and adverbs*   * Accurately ascertains the abilities and training needs of all assigned students, utilizing established evaluation procedures. * Within a week of class entrance, develops an individualized training plan for each student. * On a regular basis, reassesses and adjusts, if necessary, instructional goals in the student’s program and provides clear feedback to the student. * At each staffing, confirms or modifies goals. |

**Responsibility #3**

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| **Title:** Communication |
| **Summary:** Communicates effectively in oral and written format regarding services provided, accomplishments achieved, challenges encountered, recommendations, and attendance. |
| **Specific Tasks *(includes but not limited to)*:** *List “duties” as bullet points using action verbs*   * Provides written evaluation and final reports and progress staffing notes on each student adhering to approved format and guidelines. * Maintains records on instruction provided, progress achieved, and modifications of each program. Completes monthly statistical reports. * Consults, when appropriate, with field staff concerning students' goals, needs, and achievements. * Demonstrates a positive attitude about blindness and the capabilities of blind individuals and challenges students to achieve the highest level of independence possible. |
| **Measures:** *(directly related to specific tasks): List measures as bullet points using subjective adjectives and adverbs*   * Accurately maintains all required records of evaluation and instructional activities and reviews biannually with supervisor. * Keeps accurate and up-to-date attendance records for each student. Keeps supervisor informed concerning student progress and any issues that may hinder that progress. Communicates effectively in oral and written format regarding services provided, accomplishments achieved, challenges encountered and recommendations made with 100% of reports submitted by due date. * Submits statistical reports to supervisor, Center Director and Assistant Director for Administration by the 15th of each month. * Ensures that students are aware of and understand all communications involving them. * Participates fully as an integral member of the rehabilitation team. |

**Responsibility #4**

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| **Title:** Program Development |
| **Summary:** Participates in and promotes activities/programs related to empowering blind or vision impaired students to achieve their maximum levels of independence consistent with their abilities and goals. |
| **Specific Tasks *(includes but not limited to)*:** *List “duties” as bullet points using action verbs*   * Participates in and promotes all activities related to empowering blind or vision impaired students to achieve their desired levels consistent with their abilities and informed choices. * Contributes to program development efforts, especially in the area of enhancing access technology training. * Remains current with regard to literature, trends, and technology developments in areas of instruction through professional organizations, publications, meetings, conferences, classes, and independent study. * Conducts tours and provides demonstrations, presentations, and training to other professionals, family members of students, and other members of the community concerning areas of responsibility. * Cross-trains with other staff to ensure quality services and facilitates substitutions among staff when necessary. * Supervises volunteers, student teachers, and interns assigned to area of responsibility. * Maintains inventory and security of supplies and equipment for assigned areas and orders stock as needed. * Arranges maintenance or replacement of equipment as needed. * Loans equipment and supplies to students or other staff when appropriate. * Participates in at least one Conversations About Blindness class per month. * Other duties as assigned. |
| **Measures:** *(directly related to specific tasks): List measures as bullet points using subjective adjectives and adverbs*   * Actively assists in establishing and achieving departmental and Agency goals. * In response to changing priorities, seeks to expand and enhance innovative services. * Proactively participates in job-related training and remains current with regard to techniques and resources for teaching computer skills. * Enthusiastically provides orientation and training to agency staff, family members of students, professionals, and the public. * Accurately maintains equipment inventory for assigned areas and seeks to incorporate new adaptive techniques/technology as appropriate. |