Blindness: Learning In New Dimensions (BLIND), Incorporated

100 East 22nd Street

Minneapolis, MN 55404

612-872-0100

[www.blindinc.org](http://www.blindinc.org)

COMMUNICATION/BLINDNESS SKILLS INSTRUCTOR

Job Description

For 30 years, Blindness: Learning In New Dimensions (BLIND, Inc.) has provided small group instruction in the alternative techniques of blindness. Our programs are based on a positive attitude toward blindness and a belief in the normality and competency of blind people. We know that with proper training and opportunity, blind people can live full, happy, and successful lives. BLIND Inc. is also one of three National Federation of the Blind training centers and has been accredited by the National Blindness Professional Certification Board.

About Minneapolis

With 69 downtown blocks and over seven miles of continuous Skyways, Minneapolis is truly within the heart of the land of 10,000 lakes.  With great food, art, culture and diversity, Minneapolis is a great place to call home.  We have professional teams for MLB, NFL, NBA, NHL and WNBA.  We are also right next door to the capital city of Saint Paul and the second largest state fair in the country.  Our public transit system is also one of the best in the country and provides access to the city from many surrounding communities.  Come experience the Bold North!

We are looking for someone who is passionate about teaching, excited by new challenges, and interested in working as part of a small but energetic team.

Duties and Responsibilities

1. Provide individualized instruction to blind adults in all areas of Braille including but not limited to:

 \* Memorization of the braille code

 \* Braille reading

 \* Writing braille with a slate and stylus

 \* Writing braille on a braille writer

 \* Reading and writing braille on electronic devices including notetakers and braille displays

1. Provide individualized instruction to blind adults in all areas of assistive technology including but not limited to:

\* Windows and iOS operating systems

\* JAWS for Windows , VoiceOver for Apple products and other screen readers

\* Microsoft Office applications

\* The internet

\* Braille displays

\* Smart phones

3. Provide instruction to several adult students in a small group format.

4. Use the curriculum to develop individualized lesson plans and update the curriculum as needed.

5. Write comprehensive monthly reports on each student describing progress made and goals to be completed.

6. Participate and assist in all center activities such as rock climbing, skiing, and camping, including on some evenings and weekends

7. Function as part of a team, maintaining close communication with the director and other instructors, and actively participate in staff and other meetings.

8. Promote the organization's progressive philosophy of blindness and positive attitudes to students, co-workers and others, and provide support and guidance to students throughout their program. Actively represent BLIND, Inc. in public meetings and presentations.

9. Actively promote the philosophy of the National Federation of the Blind both during and outside of class.

10. Other duties as assigned

Qualifications and Experience

1. Expertise in the areas of Braille and assistive technology, especially with Windows screen reader software.

2. Must hold the National Certification in United English Braille (UEB) or obtain certification within a year of hire.

3. Willingness to undergo and successfully complete a period of paid staff training in order to learn alternative skills of blindness.

4. Must have a college degree or comparable work experience.

5. Ability to plan, organize and develop lessons.

6. Must possess excellent written and verbal communication skills and must be able to work effectively as part of a team

7. Must demonstrate the ability to work with a variety of people in a variety of situations.

8. Must possess the organizational skills required to work with multiple students on multiple projects.

9. Must be able to learn new products and updates as they become available.

10. Must be committed to the independence and full community integration of blind people.

11. Experience in using social media as a promotional tool in a professional setting is a plus.

Salary and Benefits:

• Salary depends on qualifications.

• Excellent health insurance with dependent benefits.

• Three weeks of paid vacation per year.

• Medical and personal leave pool.

• 403B retirement program with employer contributions.

• All expenses paid to attend national and state NFB conventions.

• Expense payments and reimbursements for center activities.

Send your cover letter and resume to Dan Wenzel at dwenzel@blindinc.org. We would like to fill this position as soon as possible, so we will review materials as we receive them.