**COLORADO CENTER FOR THE BLIND**

**2233 W. Shepperd Ave. Littleton, CO 80120**

**Phone: 303-778-1130 Fax: 303-778-1598**

[**ccb@cocenter.org**](mailto:ccb@cocenter.org)

# TECHNOLOGY INSTRUCTOR

# Job Description

### Skills and Experience

The Technology Instructor at the Colorado Center for the Blind must demonstrate experience and proficiency with the following:

1. Screen readers used in Windows, Mac OS, and iOS including JAWS for Windows, Narrator, NVDA, and VoiceOver.
2. Nonvisual access features found in portable devices, especially smartphones and tablets, as well as associated apps and peripheral devices.
3. Keyboarding.
4. Electronic notetaking devices, Braille displays, etc.
5. Business and education productivity applications including MS Office and Google Workspace, word processing, email, spreadsheet manipulation, and slide presentation tools.
6. Use of web browsers, search tools, and cloud storage systems with screen readers.
7. Learning Management Systems (LMSs), such as those used in higher educational settings.
8. Ability to learn to use and teach other technology, both mainstream and assistive, as it becomes available or prevalent.
9. Teaching techniques that foster the development of self-confidence and nonvisual problem-solving skills.

### Duties and Responsibilities

1. Provide individualized instruction to blind students in current assistive technology. This may occur in a classroom with multiple students at differing levels.
2. Provide instruction to several students in a classroom lecture format.
3. Provide instruction through exploratory learning that teaches students strategies to address problems with technology with a maximum of independence. Find practical uses for technology, such as being able to access bank information, looking up books in a library, finding recipes, etc.
4. Plan and develop a formalized curriculum in all areas of technology.
5. Conduct pre- and post-assessments of students’ assistive technology skills and proficiency.
6. Write comprehensive monthly reports on each student describing progress made and goals to be completed.
7. Assist in providing instruction and technical support to staff and students.
8. Facilitate classes and seminars where all aspects of blindness are discussed.
9. Fully participate and assist in all Center activities including rock climbing, skiing, camping, and other vital activities. Promote the positive philosophy of the Colorado Center for the Blind to coworkers, students, and the public. Provide support and guidance to students throughout their program.
10. Other duties as assigned.

**COLORADO CENTER FOR THE BLIND**

**Technology Instructor**

## Qualifications

1. College degree and/or two years of work experience teaching all aspects of assistive technology for the blind.
2. Ability to plan, organize, and develop curriculum and lessons.
3. Excellent written and verbal communication skills.
4. Ability to work effectively with a variety of people in all types of situations.
5. Extensive knowledge in the use of assistive technology for the blind.
6. Knowledge and experience in standard network maintenance and security practices.

# Colorado Center for the Blind

# Full-time Employee Salary and Benefits

## Salary Range:

$40,000 to $55,000 per year

## Employee Benefits

The Colorado Center for the Blind offers employees benefits as follows

* Group medical and dental health plans with monthly employer contribution
* Life insurance
* Retirement plan with employer contribution (optional)

CCB gives eight paid holidays each year, as well as two paid weeks over the Holiday/New Year’s break. In addition, we offer graduated vacation time based on time of service, as well as sick leave and 3 personal days a year.