



**Job Description**  
**Assistive Technology Instructor**

Job Title: Assistive Technology Instructor

Department: Vision Rehabilitation Program

Immediate Supervisor: Director of Vision Rehabilitation Program

Status: Non-Exempt Hourly Part-Time

Starting Hourly Range: \$27.00 - \$32.00

Purpose

The purpose of this role is to provide hands-on training to adults with vision loss and blindness for using accessible computer hardware, software, and peripherals; mobile devices such as smartphones, tablets, and accessories; and other technology products for clients to achieve and maintain greater independence.

Primary Responsibilities

1. Assess clients' competencies along with the equipment to best meet their needs, particularly technology utilized by individuals with low vision (i.e. digital magnifiers, ZoomText, Fusion, etc.).
2. Plan training for achieving personal or professional technology goals, track progress, and report notes in attendance system.
3. Close out client's goals and information at the completion of service.
4. Setup, configure, and teach adaptive and assistive software and technology basics, including troubleshooting and maintenance to clients.
5. Create and maintain instructional documents.
6. Stay current on new and emerging technologies for accessibility.

7. Report equipment issues to COO for CEO.
8. Work independently with the ability to prioritize client success as the leading goal, while also being able to collaborate with other instructors and staff.

#### Additional Duties

1. Attend weekly staff meetings.
2. Make recommendations for hardware, software, and products to clients' Blind Field Services Counselor from DOR as appropriate.
3. Respond to clients' Blind Field Services Counselor from DOR inquiries or requests for information from the public in a timely manner.
4. Test and demonstrate products and websites for vendors and customers, as requested by supervisor.
5. Conduct and facilitate group presentations or staff training, as requested.
6. Adhere to Center policies and guidelines, including participation in safety drills with students at the Center.
7. Participate in special events and agency functions, as needed.
8. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she may be asked to work over- or under-time and will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

#### Qualifications

1. Master's degree in Vision Rehabilitation Technology preferred, or a Bachelor's degree with additional certification, such as Assistive Technology or Vision Rehabilitation Specialist.
2. Ability to communicate effectively with clients, co-workers, managers, vendors, and the public. Bilingual English/Spanish preferred, but not required.
3. Two years of training or instructing experience that demonstrates knowledge, skills, and abilities with adult teaching and learning methods of groups and individuals with vision loss.
4. Demonstrated experience training, coaching, or consulting adults who are blind or visually impaired in technological, vocational, or rehabilitative programs.

5. Demonstrated experience with adaptive and assistive vision technologies, including, but not limited to, installations, configurations, settings, customizations, and troubleshooting hardware, software, mobile devices, and other products. Prefer knowledge of the following:
  - Computers and peripherals include but not limited to the following. (Note: The following refer to past and current products)
    - PC desktops and laptops software: Microsoft Windows with Word, basic Excel, and Cortana; Open Office word processing and spreadsheets; Google Docs with dictation and Sheets; Internet browsers (Internet Explorer, Firefox, and Chrome) with features or extensions for accessibility; email applications including Outlook, Gmail, and Yahoo; tutorials on YouTube and other reputable third-party open resources. Bonus: Experience with Apple Mac and Safari.
    - Screen Reading and Magnifying software: JAWS (both desktop and laptop configurations); Dolphin Guide; ZoomText Fusion; NVDA; Microsoft Ease of Access; OpenBook; PDF readers. Bonus: Experience with Mac Zoom and Voiceover keyboard commands.
    - Peripherals: OCR scanners (portable such as Pearl and stationary such as Clear Reader), monitors, and keyboards.
  - Mobile devices, apps, and accessories include but not limited to the following:
    - Smartphones and Tablets: iOS with Voiceover, Zoom, and Siri. Bonus: Android with Talkback, Triple-tap, and Google Assistant.
    - Apps: Be My Eyes, Seeing AI, Eye-D, TapTapSee, Ariadne, Maps, Lyft/Uber, Contacts, Calendar, Messaging, Social Media. Bonus: Experience with virtual home assistants such as Amazon Echo and Google Home.
    - Accessories: open-ear headsets, portable bluetooth keyboards, and battery packs. Bonus: Experience with pairing devices to hearing aids, wearables, and smart tv's.
  - Other products for vision loss, such as refreshable Braille displays and Victor Stream Reader Trek.

### Physical Scope of Work

Typical sitting, standing, and bending associated with office and instructional activities. Audio and visual exposure from computers, devices, and equipment. Typing, tapping, and other gestures involved in keyboard, braille, and mobile device use. Normal range of ambient noise.

### Equal Opportunity Statement

The San Diego Center for the Blind is an equal opportunity employer. Upon notification to the Center, applicants and employees who are protected under the Americans with Disabilities Act due to a disability will be provided reasonable accommodations to complete the application process or perform job requirements.