

# INTERNAL/EXTERNAL LDAWE JOB POSTING

**Posting Date:** February 2, 2016

## Job Description

**Position:** Adaptive Technology Trainer

### Main Duties:

- Train students to utilize hardware and adaptive technology software, apps, or extensions effectively, utilizing existing lesson plans:
  - **Laptop:** Premier Literacy, Dragon NaturallySpeaking, WordQ, Smart Ideas/Mindomo, Clicker 5, Smart Notebook, MS Office 365;
  - **iPad:** Inspiration/Mindomo, Popplet/Ideament, Tools4Students, iWordQ CA, Pages, Explain Everything, Prizmo/CamScanner, ClaroPDF/Neu.Annotate+ PDF, Keynote, Book Creator, Google Apps for Education/MS Office 365, and iBooks; and
  - **Chromebooks:** Google Apps for Education, Read & Write for Google, VoiceNote II, and Mindomo.
- Provide direct computer instruction with student(s) and potentially the student's parents or educational support staff.
- Complete documents to evaluate the student's progress.
- Promote an atmosphere of success and encourage students to achieve their personal best. Promote idea that learning can be fun.

**Additional Duties** (will be assigned based on A/T Trainer's experience and knowledge):

- Facilitate a classroom training session with a SEA Claim student's classmates and classroom teacher, utilizing existing lesson plans.
- Provide an introductory training session on the use of adaptive technology for interested parents and educational support staff, utilizing existing lesson plans.
- Facilitate A/T activities during after-school homework clubs.

## **Skill Requirement and Qualifications:**

- Post-secondary education in a related area of study.
- Experience with instruction, lesson planning, and on-going assessment an asset.
- Effective problem solving / trouble shooting skills.
- Computer savvy.
- Effective verbal and written communication.
- Experience in a similar position an asset.
- Excellent organizational skills.
- Patience, creativity, and flexibility.
- An understanding of learning disabilities and attention deficit disorder.

## **Conditions of Employment:**

- \$18.00 / hour
- Hours take place during the regular school day, in addition to after-school for a 12-week period. Hours are **not** guaranteed and will vary from 0-30 / week depending on the employee's availability and the amount of students who require training. Employees must be able to make him/herself available for at least 12 hours per week.
- Contract position: February 2016 – June 2016.
- Must have a satisfactory up-to-date police clearance.
- Must have a satisfactory up-to-date TB Skin Test.
- Must have access to reliable transportation as training will take place throughout Windsor and Essex County. Mileage will be reimbursed as per the Association's Expense Claim Policy.
- Reports to the Assistive Technology Coordinator.

**Apply with a cover letter and resume to the attention of Bev Clarke, Executive Director, by 4:00pm on Friday, February 12, 2016.**

LDAWE is committed to providing appropriate accommodations in all parts of the hiring process to people with disabilities, upon prior disclosure or request.



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Association of Windsor-Essex County