

INTERNAL/EXTERNAL LDAWE JOB POSTING

Posting Date: September 20, 2016

Positions Available: up to 5

External candidates & Internal candidates (permanent employees, contract employees, volunteers, and student placements) who wish to be considered for a new or vacant position must apply by submitting a cover letter and resume to the person indicated on the posting by the indicated deadline.

Job Description

Position: Assistive Technology Trainer

Main Duties:

- Train students to utilize hardware and assistive technology software, apps, or extensions effectively, utilizing existing lesson plans:
 - **Laptop:** Premier Literacy, Dragon NaturallySpeaking, WordQ, Smart Ideas, MS Office 365, Mathies;
 - **iPad:** Popplet/Ideament, iWordQ CA, Prizmo/CamScanner, ClaroPDF/Neu.Annotate+ PDF, MS Office 365, Mathies; 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 AT 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.

Skill Requirement and Qualifications:

- Post-secondary education in a related area of study.
- Experience with instruction and on-going assessment an asset.
- Effective problem solving / trouble shooting skills.
- Excellent computer skills.
- Effective verbal and written communication skills.
- 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. 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: December 2016 – June 2017.
- Must have a satisfactory up-to-date police clearance with vulnerable sector.
- 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 Brianne De Santi, AT Training Coordinator by 4:00pm on Friday, September 30, 2016.

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

