



## San Diego Futures Foundation

4283 El Cajon Blvd, Suite 220, San Diego, CA 92105

T: 619-269-1684 | F: 619-269-3471

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

### **Job Title: Adaptive Technology instructor**

#### **OVERVIEW**

San Diego Futures Foundation (SDFF) is currently seeking a qualified individual as an Adaptive Technology Instructor. SDFF is a 501(c) (3) organization serving San Diego County. San Diego Futures Foundation's (SDFF) mission is to improve the lives of San Diego's most vulnerable populations through the distribution, adoption, and utilization of technology. We work across all sectors to increase access, remove barriers, and promote greater economic, academic, and social equality for disadvantaged populations. Our programs and services are driven by four strategic initiatives: IT Education/Training; IT Services/Support; Digital Media Services; and Hardware (Refurbishing, Recycling, and Distribution). Adhering to an organizational philosophy of "Improving lives through technology," and a steadfast commitment to transformational leadership and impact, we support our communities by bridging

#### **JOB SUMMARY**

The essential functions of the job are to teach all aspects of adaptive technology (AT) to blind/low vision transition-aged youth (16-24) and adults; maintain a high-level of professionalism and expertise in the content and delivery of all curricula and instructed programs; stay abreast of all AT hardware/software products, services and upgrades; and be a motivated team player in teaching blind/low vision students the necessary computer proficiency/skills for enhanced employment, academic, and social opportunities. Blind and low-vision applicants are strongly encouraged to apply.

#### **RESPONSIBILITIES**

##### **Teaching**

- Provide small group and/or individual instruction in computer literacy, word processing, adaptive computing, and other appropriate programs and systems to meet student's needs in a vocation-based environment; strong emphasis on workforce development skills/training.
- Promote and recruit students for classes at SDFF
- Assess and evaluate skills of assigned students and need for instruction in computer and adaptive technology use, develop individualized plan of instruction.
- Emphasize effective use of any residual vision, tactile and/or other sensory modes; reinforce learning associated with other areas of instruction.
- Create, update, and revise AT assessments, curriculum, and proficiency tests as needed.
- Integrate adaptive technology with other technology applications and programs, operating systems, and computer technologies in varied environments.
- Develop, coordinate and implement technology recommendations and programs to meet the special needs of blind and low vision students.
- Coordinate closely with SDFF's Manager of Adaptive Technology and Department of Rehabilitation



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Counselors to arrange for maximum hours of participant's service and instruction.

- Consistently achieve high level of excellence in classroom instruction and productivity.
- Ensure that all AT software is current and hardware is in good working condition.
- Create any supplemental manuals and tutorials that will help student learn curriculum.
- Develop new projects and lesson plans as assigned, and as related to adaptive technology with emphasis on education and employment.
- Maintain safe, accessible and clean classroom that is in strict compliance with all ADA and confidentiality regulations

### Documentation

- Maintain thorough, accurate and timely recordkeeping of client services including, but not limited to attendance, assessment, evaluation, achievement, progress reports, lesson notes, case management notes, and correspondences. Reports will be submitted to SDFF Manager of Adaptive Technology and California Department of Rehabilitation (DOR) when applicable.

### Team building and Networking

- Maintain positive and professional relations with SDFF students, staff, volunteers, stakeholders, DOR counselors and other agencies.
- When applicable, present student's issues to Manager of Adaptive Technology and contribute to problem solving of such issues while maintaining strict confidentiality.
- Coordinate effective communication with Department of Rehabilitation on participants IEP

### Other:

- Maintain positive and professional appearance.
- Attend all staff and departmental meetings.
- Adhere to all SDFF policies and procedures as outlined in the SDFF Employee Handbook.
- Participate in trainings, workshops, special events and staff development programs as required.
- Stay current in all areas of responsibility.
- Other duties as requested.

### Qualification:

- High-level of expertise/proficiency in adaptive screen-reading software required (text-to-speech and magnification) including JAWS, Window-Eyes, ZoomText – fusion, ZoomText , MAJIC, Voiceover, Talkback (Enjoyed) (Apple/Mac), etc.
- Highly knowledgeable/skilled in current Windows operating systems (OS used in most business environments), with a particular emphasis on mastery of all alternative keyboard commands to replace mouse use.
- Expertise in Microsoft Office Programs 2013 and 2016 including MS Word, MS Excel, MS Outlook & MS Internet Explorer required.



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- Knowledgeable and understanding of basic customer service support and basic knowledge of computer troubleshooting.
- At least 2-3 years of direct teaching experience, curriculum development, and classroom facilitation preferred
- Strong understanding of blindness and blindness-related issues a must.
- Strong familiarity with other adaptive technology such as electronic note takers, Refreshable Braille displays, Optical character recognition systems, DAISY DTB playback hardware and software, Braille translation software, Apple Mac products, Kurzweil, OpenBook, etc.
- Effective communication skills.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a dynamic team.
- Knowledge of, belief in and adherence to SDFF’s mission and vision
- Bilingual preferred.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree from an accredited college or university in Education, Rehabilitation or related field, with 2-3 years of teaching experience strongly preferred.
- Formal education may be substituted by combination of 3-5 years of proven, related work/teaching experience with blind and low vision populations and specialized training.

Task Name	Description	% of Time Spent
Teaching	Classroom instruction, Hands-on Skills, develop evaluation tools, curriculum development, lesson plans, create initial intake assessment	75%
Documentation	Maintain accurate data collection and reporting to funding bodies/internally; monitor individual and program performance; set up classrooms; coordinate schedules with instructional staff.	15%
Team Building/Networking	Create and maintain relationship with AT Stakeholders including, but not limited to DOR counselors and BFS groups; Develop referral systems, recruit students, job development	10%
Other	Participate in organizational/departmental meetings; Other duties as requested	5%





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## REPORTING

The Adaptive Technology Instructor reports to the Adaptive Technology Manager and works cooperatively with all SDFF staff.

## TERMS

Wages: Salary

Hours: Full time

Classification: Exempt

Compensation: Based on experience

Benefits: Employee is eligible for health, dental, and vision benefits after 30 days of employment

I have read and understand the above job description. I also understand this is just a guideline to use when doing my job and not to be construed as a contract. I further understand, as an at-will employee I or SDFF can terminate this employment relationship for any reason. This position within SDFF is a grant funded position and may be terminated in the event of loss of funding.

By signing this job description I confirm that I am also capable of successfully performing the duties of this position as described. While this job description is intended to be an accurate reflection of the job requirements and accountabilities, SDFF management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

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Employee Signature

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Date

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Director/Manager Signature

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Date