

Keyboarding Instructor Job Description

Job Title: Keyboarding Instructor

Reports To: Director of Assistive Technology

Department: Rehab

FLSA Status: Exempt

Location: Sunrise, FL

Prepared By/Date:

Approved By/Date:

Summary:

Provides instruction in touch typing and keyboarding skills, with an emphasis on adaptive techniques to support individuals with visual impairments and other disabilities in achieving greater independence. The role requires patience and the ability to work with clients who may need repetitive practice to build proficiency.

Essential Duties and Responsibilities:

- Provide instruction to individuals in keyboarding skills and touch typing.
- Develop and implement individualized instructional plans for clients.
- Maintain and develop lesson plans for instructional purposes.
- Deliver training in the classroom, at home, or in other community locations as needed.
- Maintain accurate records, gather data, and prepare periodic reports on progress, evaluations, and recommendations.
- Troubleshoot technology issues related to keyboarding software and equipment.
- Report equipment problems and recommend necessary upgrades or additional services.
- Ensure the teaching area remains functional and organized.

Qualifications:

To perform this job successfully, an individual must be able to fulfill each essential duty effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Education/Experience:

Associate's degree or higher in education, computer-related field, or equivalent instructional experience. Experience working with individuals with disabilities is preferred

Certificates and Licenses:

No certifications are required.

Skills and Abilities:

Language Ability:

- Ability to interpret technical documents and instructions.
- Strong report-writing, correspondence, and procedural documentation skills.

- Ability to present information effectively to individuals and groups and respond to inquiries.
- Bilingual in Spanish or Haitian Creole preferred

Math Ability:

- Basic arithmetic proficiency, including addition, subtraction, multiplication, and division.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions.
- Problem-solving skills for dealing with abstract and concrete variables in non-standardized situations.

Computer Skills:

- Proficiency in Microsoft Word, internet, and email applications.
- Familiarity with assistive technology such as screen readers or magnification software is a plus.

Supervisory Responsibilities:

- This position does not have supervisory responsibilities.

Work Environment:

- The noise level in the work environment is typically moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Physical Demands:

- Frequent lifting and moving of up to 10 pounds.
- Regular sitting, handling objects, reaching, talking, and hearing.
- Occasional travel to off-site locations.

Competencies:

- **Technical Skills:** Continual improvement of knowledge and skills.
- **Customer Service:** Responds promptly and manages client interactions professionally.
- **Interpersonal Skills:** Listens actively, remains open to new ideas, and manages emotions effectively.
- **Oral Communication:** Engages in clear communication and effective responses to questions.
- **Teamwork:** Balances individual and team responsibilities, offering and accepting feedback.
- **Written Communication:** Writes clearly and interprets written information accurately.
- **Ethics:** Treats all individuals with respect and integrity.
- **Organizational Support:** Adheres to policies and procedures, ensuring timely completion of administrative tasks.
- **Adaptability:** Adjusts effectively to changes and unexpected situations.

- **Attendance/Punctuality:** Maintains consistent attendance and punctuality.
- **Dependability:** Follows instructions, takes responsibility, and meets commitments.
- **Initiative:** Seeks opportunities for improvement and assistance as needed.
- **Planning/Organizing:** Efficiently prioritizes and plans work activities.
- **Professionalism:** Demonstrates tact, reacts well under pressure, and follows through on commitments.