

Job Description

Job Title:	Adaptive Educational Technologist
Department:	AccessAbility Services
Reports To:	Associate Director, AccessAbility Services
Jobs Reporting:	Assistive Technology Assistant; Student Services Coordinator; casual staff
Salary Grade:	USG 8
Effective Date:	Immediately

Primary Purpose

The Adaptive Educational Technologist is responsible for developing and facilitating a comprehensive academic support plan for students with disabilities registered with AccessAbility Services involving adaptive technologies and alternate format of course materials. This involves assessing the students' technology-related needs related to their specific area of disability, training the student on the usage of adaptive technology and specific learning strategies, exploring funding options to offset associated costs, and providing hands-on training to the faculty supporting students with disabilities. The Adaptive Educational Technologist supports equitable access to the learning environment for students with a variety of disabilities through the exploration of and application of technology solutions.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Assistive Technology Assessment, Matching and Authorizing to Support Student Learning

- Conducts student technology assessments to recommend appropriate assistive technologies to enhance learning that complements the students' unique learning needs and their learning strategy plan.
- Authorizes purchases of equipment and software through bursary or other funding avenues by reviewing results of psycho-educational/cognitive/mental health assessments to ensure that they support eligibility.
- Applies expertise in the provision of individual instruction and training to students on specific technology applications and the application of learning strategies associated with specific technologies.
- Provides hands-on training and support to faculty on the application and use of assistive technology in the classroom, ensuring the students' academic accommodation plan is upheld within the classroom.
- Remains current of new developments in adaptive technologies applicable to postsecondary education.
- Provides timely and accurate information for the continuous improvement of services based on program evaluations, trends, and service levels.

Equipment oversight

- Makes purchasing recommendations for upgrading, and the acquisition of new assistive equipment and software for the Exam Centre, Student Technology Lab, Alternate Format Production Workshop, the Assistive Technologies and Services Classroom, and the Student Equipment Loan Program.
- Evaluates assistive software and equipment for both accessibility and usability.
- Oversees the usage and operation of the Education & Technology Lab in AccessAbility Services and the equipment loan program.

Human Resource Management

- Hiring, training and performance management of the Technology Assistant, Student Services Coordinator and casual staff (co-op and work-study students)

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- Exercises skill in managing people and providing them with a productive and positive team-oriented work environment.

Consultation and Liaising with Key Partners

- Maintaining strong positive relationships with external service providers, vendors, assistive technology companies and retailers of adaptive software and equipment. This involves developing and leveraging positive relationships with assistive technology companies for opportunities to pilot and evaluate new technologies to assist persons with disabilities.
- Communicates, collaborates and forms strategic partnerships with the library and others related to access enhancing technologies, alternate format, and student support.
- Collaborates with faculty to implement accommodations and student support and training.
- Maintaining strong positive relationships with internal partners, individuals, and committees to promote accessibility including the Centre for Extended Learning, IST and ITMS.
- Working with campus partners to facilitate and/or lead small group sessions/workshops (Resource Room) on specific topics in an effort to support and enhance students' personal and academic success.
- Leverages positive relationships.

Handling Sensitive Materials

- Ensure access to secure documents are controlled appropriately.
- Ensure data accuracy and document integrity.
- Appropriately use and maintain confidential health and education records in accordance with University policy and relevant Privacy legislation.
- Effectively use systems and technology to accurately and efficiently manage student medical information.
- Direct the return of clinical records to the intended party in a secure manner (appropriate storage and movement of confidential documents) when needed.

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

- Graduate degree in Occupational Therapy, Special Education, or related degree in Rehabilitation Sciences or an assistive-technology related field is required.
- Certification by a regulated body within the province of Ontario is required.
- Assistive Technology Professional Certification is an asset.
- Assistive Devices Program Authorizer (Communication Aids) is a benefit.

Experience

- Experience performing assistive technology assessments for persons with disabilities, identifying technology, and facilitating learning through instruction.
- Experience with selecting and using assistive technology to support students in completing academic work that complements the students' unique learning needs and their learning strategy plan.
- Experience working within a student-focused, fast-paced, and high-stress student services environment (postsecondary preferred).
- Experience and/or training in supporting students in crisis and securing appropriate support.
- Experience managing sensitive materials and processes in a time and security-conscious setting.
- Experience managing human resources is an asset.

Knowledge/Skills/Abilities

- Demonstrated understanding of how the symptoms or functional limitations of a disability impact an individuals' daily functioning at the post-secondary level.
- Strong knowledge of the latest and most effective adaptive technologies for adult learners with disabilities.

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- Proven ability to work independently without direction, as well as make determinations regarding outcomes of situation in absence of president or well-documented procedures.
- Demonstrated ability to make frequent and complex decisions.
- Demonstrated ability to work well under pressure with multiple deadlines.
- Demonstrated ability to contribute to and thrive in a collaborative environment and to apply a positive team approach to working with internal and external colleagues.
- Excellent communication skills (oral and written). Negotiation and mediation skills is an asset.
- Proven ability to provide solution-focused, student-centered, interventions.
- Ability to demonstrate flexibility, particularly in the decision-making process,
- Ability to remain objective in decision-making when presented with emotionally charged situations and when limited information is available
- Knowledge of AODA accessibility standards and web accessibility guidelines.

Nature and Scope

- **Contacts:** Internally, this position interacts regularly with other AccessAbility Services staff, many departments across campus (CEL, Library, IST), and the six faculty units. Externally, this position interacts with retailers of assistive technology, assistive technology companies, community partners and other service providers.
- **Level of Responsibility:** This position is responsible for determining the appropriate technology supports and strategies for students registered with AccessAbility Services that support the students' accommodation plan. This position is responsible for approving Bursary applications after reviewing and verifying all documentation pertaining to a student's disability status to determine recommendations for technology. This position is responsible for collecting and analyzing multiple data sources to make these determinations. Appropriately manages medical health records and sensitive information. Responsible managing resources (human resources, technology, budgets).
- **Decision-Making Authority:** The position has decision-making authority for items outlined above. This position defers to the manager when decisions affect the departmental budget or strategic direction. This position works collaboratively with course instructors and other campus partners to determine the best and most appropriate way to fulfil accommodation requirements that have the ability to impact a student's academic career.
- **Physical and Sensory Demands:** This role in an office setting involves minimal physical demands and moderate sensory effort resulting in slight fatigue, strain, or risk of injury. Exposure to a fast-paced service oriented environment.
- **Working Environment:** The office-based position involves moderate physical or psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. This is due to the potential exposure to emotionally disturbing interactions with people who are upset, angry, abusive, aggressive, unstable, or potentially posing harm to self or others. Some after hours work may be required during peak times particularly in the weeks immediately before and after the start of each term and around bursary application deadlines.
- **Note:** Maintaining a clear Police Vulnerable Sector Check is a requirement of this position