



# Idahh • Learning Disabilities Association of Halton-Hamilton

*The right to learn, the power to achieve*

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## Assistive Technology Program Facilitator – Role Description

**Summary of Role:** The Program Facilitator (Homework Help), under the direction of the Program Manager and/or Executive Director, will primarily be responsible for the development, implementation, instruction, and evaluation of a new program designed for students with learning disabilities and/or ADHD. The aim of the program is to help students in grades 4-6 and grades 6-9 become more comfortable using the assistive technologies that the Microsoft Suite has to offer. **There is (1) position available at our Hamilton office.**

### Responsibilities:

- Identify and research available Assistive Technology software for specific and general learning disabilities, with particular focus on free software or that used by local school boards (e.g., HWDSB, HWCDSB)
- Select the software and devices to be used within the Assistive Technology program
- Develop a program plan for the selected Assistive Technology, including lesson plans, goals and desired outcomes, and ensure sufficient familiarity with the software to teach participants and parents
- Conduct weekly sessions using engaging and interactive activities for participating students. During the sessions, the expectation is to encourage and develop explicit Assistive Technology strategies with participants, using various activities and resources aimed at promoting use of the software at home and in school settings
- Communicate regularly with participants and parents to monitor progress, where appropriate
- Participate in administrative duties for the Assistive Technology program as required, including setting up devices and software, preparing program materials, distributing and collecting evaluation forms, etc.
- Consult with the Program Manager and/or Executive Director to review measures of success and identify changes to program design, as needed.
- In collaboration with the Research Assistant, monitor, evaluate and report on the program to the Association
- Develop and maintain a knowledge base of content regarding Assistive Technology research, learnings and programs, and convey this information back to the Association for further consideration of program development
- Perform other program-related duties as required
- Assist with technology troubleshooting and Microsoft Teams/ MS Education for other online programs as required

**Reports to:** Program Manager and/or Executive Director

**Length of Employment:** The Program Facilitator (Assistive Technology) will serve for the duration of at least one program year (September to June). The facilitator is eligible to continue for other sessions with approval from the Executive Director and subject to need.

**Time Commitment:** The Program Facilitator position requires a minimum of 3 hours per week, for each week that the program is in session [e.g., 2 hours of program time + 1 hour of pre- and post-session preparation each week]. In

addition, the tutor will be paid for 20 hours of program development time prior to the start of the first session. The program will be held in-person at our Hamilton office (31 King Street East) in the evening or on the weekend. The facilitator will be expected to arrive at least 15 minutes before each session begins and remain at the office at least 15 minutes after each session ends.

**Compensation:** The Assistive Technology Program Facilitator will be paid a rate of \$30/hour.

**Qualifications:**

- Bachelor of Education with Special Education or Information Technology qualifications
- Experience with Assistive Technology software, particularly Microsoft Suite, is strongly desired
- Previous experience working with children and youth with learning disabilities and/or ADHD is preferred
- Previous group facilitation experience is an asset
- Current Vulnerable Sector Screening and Police Check is required
- Current CPR and First Aid training is required

**Expectations:**

- Conducting oneself in a professional manner as a representative of the LDAHH
- Ensuring punctuality to the in-person or program site
- Prompt communication via email and/or phone for program related matters.
- Confidentiality and an understanding of PIPEDA