



LDAWE • Learning Disabilities Association of Windsor-Essex County

The right to learn, the power to achieve

Job Posting – 2025-11

Position: Assistive Technology Trainer

Posting Status: Part-time Contract – December 1, 2025 – June 12, 2026

Hours: Up to 30 hours a week

Salary: \$23 - \$27 per hour

Details:

All work hours occur in schools during the regular school day between 8:00 am and 3:30 pm. There is no ability to train on PA days, bus cancellation days, and holidays. Depending on the employee's availability, hours will vary up to 30 hours per week. Employees must be available to work at least three full days per week (18 hours). Consistent days are required. Travel time outside of the home area will be compensated. Mileage outside of the home area is provided. A Uniform will be provided.

Duties:

- Provide direct training to students in their home schools. Training includes hardware (Laptops), software, assistive technology software, apps, or extensions.
- Provide classroom training sessions with students and classroom teachers, utilizing existing lesson plans.
- Provide direct training to school staff and others on the technology.
- Complete documents to evaluate the student's progress.
- Promote an atmosphere of success and encourage students to achieve their personal best.
- Identify and resolve computer and software issues as they arise

Required/Preferred Qualifications:

- A related degree/diploma or working towards;
- Exceptional organizational skills;
- Strong computer skills and working knowledge of software used in educational settings;
- Comfortable with public speaking and presenting to groups.
- Effective and independent problem-solving/troubleshooting skills;
- Ability to connect with students with diverse needs and abilities;
- Prior experience working with children and youth with exceptionalities preferred;

Conditions of Employment:

- Must obtain a satisfactory, up-to-date Police Clearance with a vulnerable sector
- Must obtain a satisfactory up-to-date TB Skin Test
- Must have a valid driver's license and vehicle. Mileage will be reimbursed as per the Association's Expense Claim Policy.

How to Apply:

Apply in writing with a cover letter and resume stating your qualifications to Erin Plumb, Manager of IT & Special Projects, at jobs@ldawe.ca by November 10, 2025, at 4 pm.

Accommodations:

LDAWE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates participating in all aspects of the selection process.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret that we cannot confirm that our office has received resumes.