



ST. ANDREW'S AUTISM CENTRE

(A service of St. Andrew's Mission Hospital)

St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

ICT EXECUTIVE, SAAS ST. ANDREW'S AUTISM SCHOOL

JOB DESCRIPTION

- To support and co-develop, with ICT Work Team teachers, the yearly budget for school and maintains a school-wide inventory of all ICT-related teaching equipment
- To maintain and service staff laptops, classroom projectors, desktops and all other teaching related devices/accessories such as iPads, iPods, printers, headphones and etc
- To work closely with and support the ICT Work Team In-Charge in proposing and executing the ICT work plan. Work closely with SAAC IT Executive to support teachers: technical support for teaching and learning and work-related matters facilitated by ICT
- To advise on suppliers and specifications of equipment and/or procure ICT-related teaching devices/accessories as and when needed by ICT work Team
- To support and co-plan/conduct ICT skills teaching for the Multimedia CCA (school CCA) or vocation programme or other groups of students
- To proactively scan the technology market for new technology tools that support teaching and learning that are relevant to our School
- To provide input on training of staff/key personnel in e-platforms and technology/technical skills that enhance work efficiency (eg Google Drive, media) and with possible application to teaching and learning
- Any other duties as assigned

JOB SPECIFICATIONS

- Possess minimum Diploma in ICT or related discipline, preferably from a local polytechnic, with minimum 2 years of relevant ICT experience
- Good ICT technical knowledge
- Able to problem-solve
- Confident, willing to learn and is passionate to help persons with disability
- Those who experience in teaching ICT skills in local schools/institutions will be an added advantage



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Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers@saac.org.sg.

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.