

Jodi A. - K. Asato

**Professional Experience**

---

**Counselor, Disability Student Services Office** - University of Hawaii at Manoa  
Honolulu, Hawaii (Feb 2017 - Present)  
Supervisor: Ann Ito

Exercise overall responsibility for ensuring equal access for students with disabilities to all educational opportunities offered by the college, including but not limited to:

- Ensure that qualified individuals with disabilities receive reasonable and appropriate accommodations in order to have equal access to all college programs and services;
- Determine eligibility of students with disabilities for services through intake assessment and/or review of documentation provided;
- Coordinate and provide academic support services and accommodations such as note taking, books and materials in alternate format, testing accommodations, etc.

Exercise leadership to foster understanding and support of students with disabilities and provide guidance to ensure campus compliance with legal requirements to ensure equal access:

- Serve as liaison to campus and external communities to promote understanding and support of students with disabilities;
- Collaborate with campus constituencies responsible for access to technology to establish policies and procedures to ensure equal access for students with disabilities;
- Participate in the initiation, implementation, assessment, and improvement of counseling programs/strategies to support student learning and development.

Perform related professional duties including to:

- Contribute to the growth and development of the counseling discipline and college through other college-related activities;
- Engage in public service related to one's professional status or expertise;
- Engage in ongoing professional development activities;
- Engage in professional or scholarly activities related to counseling

**Deputy Director / Program Manager** – Assistive Technology Resource Centers of Hawaii (ATRC)  
Honolulu, Hawaii (April 2008 – February 2017)

- Assumes responsibility for day to day activities and manages internal office affairs.

- Provides leadership of staff in the development and implementation of short and long range plans, policies, and programs.
- Actively promotes the diversity and development of ATRC as a Statewide Agency representative of the needs of persons with disabilities.
- Supports and provide team leadership for staff through resource planning, work assignment, information exchange, and setting project goals.
- Arrange, organize, and attend all Board meetings.
- Collects, researches, and analyzes a wide range of data relative to assistive technology projects and programs.
- Establishes and strengthens relationships with key partners in promoting ATRC.
- Publicizes ATRC and disseminates its findings to appropriate agencies.
- Actively participates in the statewide AT network: submit resources, AT training for AT advocates.
- Assists in the submission of grants and reports to state and federal agencies.

**Program Manager – Assistive Technology Resource Centers of Hawaii (ATRC)**  
 Honolulu, Hawaii (June 2006 – February 2017)  
 Supervisor: Mrs. Barbara Fischlowitz–Leong (Executive Director)

- Assigns and coordinates staff activities.
- Evaluates program components.
- Prepares required report to funding source.
- Publicizes ATRC and disseminate its finding to appropriate agencies.
- Participates in on-going agency meeting and training.
- Conducts Assistive Technology (AT) training and education sessions in schools and public venues.
- Provides Assistive Technology services: outreach, education, information, referral, and case management for consumers.
- Actively participates in the statewide AT network: submit resources, AT training for AT advocates.

- Coordinates and oversees all ATRC program activities (training, assessment, outreach, advocacy, information & referral).

**Information and Outreach Specialist – Assistive Technology Resource Centers of Hawaii**  
Honolulu, Hawaii (December 2004 – June 2006)  
Supervisor: Mrs. Barbara Fischlowitz-Leong (Executive Director)

- Provides outreach and information on assistive technology devices and services to the community through public awareness demonstrations, presentations and displays of assistive technology.
- Collects and updates a wide range of technology-related information, through maintenance of resource libraries, catalog and product information files, computer databases and Internet resources.
- Assists in planning, promoting, and organizing the ATRC Annual Technology Conference and other workshops in collaboration with other ATRC staff, other agencies, and organizations.
- Prepares the ATRC newsletter.
- Collects and maintains data important to ATRC through outreach and information contacts.

**Special Education Teacher – Hawaii Department of Education**  
Kahuku, Hawaii (August 2002- September 2004)  
Supervisor: Mr. Conley Gali (Vice-Principal)

- Taught in an Alternative Learning Center (ALC) setting to Polynesian boys and girls ranging from ninth through twelfth grade.
- Aided in monitoring services of contracted professionals (e.g., Department of Health [DOH], School Based Behavior Health [SBBH]).
- Maintained comprehensive records of services rendered (e.g. Individual Education Plan [IEP] and ISPED – Special Education database.
- Maintained productive working relationships with special education students, parents, educational assistants, staff, faculty and colleagues.
- Maintained confidentiality of student records in compliance with applicable federal and state laws.



- Served on the accreditation team for literacy. As a team implement school wide initiatives on literacy and coordinate 7<sup>th</sup> grade reading fair.

## **Education**

---

### **California State University at Northridge, Center on Disabilities**

Northridge, California  
Certificate Program

Certificate – Assistive Technology Applications

### **Seattle University, Graduate School of Education**

Seattle, Washington

M.Ed - Student Development Administration

### **University of Hawai'i at Manoa**

Honolulu, HI

B.S. - Family Resources

## **Skills**

---

- Able to work under pressure and operate flexibly to meet deadlines.
- Excellent oral and written communication skills.
- Able to problem solve and work effectively with individuals.
- Able to multi-task and work as a team member.
- Demonstrated organizational and leadership skills.

## **Affiliations**

---

- State Rehabilitation Council Member, Secretary/Treasurer 2016 – 2019
- Hawaii Relay Advisory Council (HI-RAC) Member, 2014 - 2016
- National Assistive Technology Technical Assistance Project, 2004 - 2017
- Association of Assistive Technology Act Programs, 2004 – 2017
- Rehabilitation Engineering and Assistive Technology Society of North America, 2004 - 2017
- Tseng College of Extended Learning – California State University Northridge, 2005 – Present
- Seattle University Student Development Administrators (SUSDA), 1999 – Present