

Computer Instructor

Full-Time Non- Exempt: \$13-\$15/HR

Summary

Responsible for providing computer skills to a variety of training and support functions related to computer applications and computer hardware, but are not limited to, the following: classroom instruction and training in computer skills, developing curriculum to address participant and program needs, and continued enhancement and reviewed existing technology classes.

Essential Job Functions:

- Work with the Manager of Workforce Development to develop classes in response to demonstrated needs.
- Conduct research to determine most appropriate and affordable instructional materials for various student populations.
- Conduct classes in a manner that prioritizes participant's needs, i.e. rescheduling or canceling classes only when necessary, tailoring instructions to the level of the student, working with other departmental staff, etc.
- Assist in developing a class schedule that addresses all aspects of the program and allows for desk-side assistance.
- Monitor need of instructional materials and maintains an adequate inventory of supplies.
- Maintain records and prepares reports as directed by supervisor including, but not limited to, the following: attendance, student progress, case notes, customer satisfaction, and software applications.
- Adhere to established policies and procedures including dress code and grooming standards.
- Participate in a team of Mission Services staff to provide case file reviews for all programs as requested.
- Must have patience and work with enthusiasm.
- Other duties as assigned.
- Teach individuals at all levels of experience from beginning to advanced computer skills.
- Design and implement performance-based handouts/materials.
- Adhere to established policies and procedures.

Experience

- Two years of college and/or experience with the demonstrated technical expertise with PCs and/or software. Teaching experience preferred but not required.
- Experience in classroom instruction or experience in training groups of people.
- Must have the initiative and flexibility in performing an array of tasks associated with the operation of the computer skills training program

Knowledge, skills, and abilities:

- Must be able to conduct formal class instruction for both internal customers and external participants.
- Must be able to provide guidance, assistance, and interpretation in class environment and one-on-one with participants.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.