

## **Integrated Education & Training Instructor – Computer Literacy/Workforce Development P/T**

<b>Reports to:</b>	<b>Director, Education &amp; Training</b>
<b>Supervises:</b>	<b>Not Applicable</b>
<b>Department:</b>	<b>Adult Education</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Position Classification</b>	<b>Regular, Part-Time</b>
<b>Work Schedule</b>	<b>Varies with normal hours being between 8:30am and 6:00pm, Monday – Friday, some Saturdays and evenings as needed</b>
<b>Created Date</b>	<b>3/4/19</b>

### **About the YWCA National Capital Area (YWCA NCA)**

**Mission** – The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**Vision** – Provide women and their families with the necessary programs that foster independence, economic stability and overall well-being.

**Bold Goal** – A majority of women and girls of color across the National Capital Area have the resources and support necessary to achieve personal, educational and professional success.

### **Position Summary**

The Integrated Education & Training (IET) Computer Literacy Instructor must be experienced in providing computer literacy instruction to a wide variety of learners, including English as a Second Language learners. She/he is responsible for the delivery of educational curriculum and industry knowledge to adult learners in a classroom setting. Must be able to create lesson plans that include real-life contextual learning experiences and be able to serve learners at varied academic levels and meet diverse student needs. Must also be able to integrate the use of technology into the lessons, as well as utilize varied curriculum resources.

### **Position Responsibilities**

The responsibilities are divided into three primary areas: Instruction, Student Support, and Administration.

#### *Instruction*

- Develop weekly written lesson plans that incorporate authentic, real-life contexts that are responsive to the needs, goals, and interests of adult students in their roles as family members, members of the community, lifelong learners, and workers along their career pathways.

- Provide in-class and/or on-line instruction and hands-on training as required by course content, as well as substitute teach other workforce development courses as needed.
- Utilize best practices in planning and instruction, including integrating a variety of tools and technology (e.g. audio-visual, computers, video, etc.) to support classroom learning, universal design for learning, and other methods of differentiation.
- Adjust instructional strategies, when needed, to meet diverse student needs.
- Acquire and maintain certification to administer all tests, analyze results, document results, and integrate results into instructional plans in a timely manner.
- Consult with career services staff regarding curriculum and training needs and present career and educational pathway information to qualifying students.

### *Student Support*

- Identify challenges, make referrals as necessary and advise students of next steps in their career pathway.
- Lead student groups or tutoring sessions as needed.
- Work as part of a multi-disciplinary team and collaborate with co-teachers to create curriculum, provide quarterly academic progress reports for students, and ensure that measurable educational objectives and time frames are met in a timely manner.
- Assist in the development and implementation of student Individualized Service Plan (ISP) that incorporates specific, measureable, behavioral objectives and time frames.
- Assist in the identification of resources for recruitment and retention of participants.
- Support professional relationships with other agencies and programs to improve community resources for the program and students.

### *Administrative*

- Track, analyze, and maintain all required documentation (attendance, testing results, outcomes, releases and achievements, etc.) in student files and meets all weekly submission deadlines and requirements as specified by Supervisor.
- Participate in scheduled In-Service training, multi-disciplinary team and staff meetings, as well as professional development trainings and activities as requested.
- Understand and apply state and federal confidentiality regulations with regard to client records and correspondence.
- Participate in bi-weekly meetings with immediate supervisor.
- Perform other duties as assigned by the supervisor and/or the management team.

## **Education and Experience**

- Proficient in Microsoft Office Suite. Certification in Microsoft Office Specialist or Bachelor's Degree in computer science or related field preferred.
- Minimum of two years' experience in the instruction of learners, ideally in a non-traditional educational setting.
- Experience working with ESL learners.

## **Essential Knowledge, Skills and Experience**

- Comprehensive knowledge of educational principles.
- Demonstrate leadership, professionalism and excellent interpersonal skills.
- Consistently demonstrate prompt and dependable attendance according to work schedules.
- Possess excellent time management skills with ability to coordinate multiple projects simultaneously and complete assignments in a timely manner.
- Ability to work independently with minimal supervision.
- Proven ability to maintain objective, professional relationships with individuals from diverse backgrounds.
- Ability to work collaboratively with a multi-disciplinary team.
- Ability to manage confidential information with diplomacy and tact.
- Excellent verbal and written communication skills.
- Proficient in MS Office Suite (Word, Excel, and PowerPoint) and internet research techniques.
- Ability to work non-traditional office hours, as required.

## **Working Conditions/Physical Requirements**

- The work is performed in both classroom and office settings, with occasional offsite meetings and program activities in the Washington Metropolitan area.
- This position is classified as light work and requires the ability to speak, hear, see, read and lift objects up to 10 lbs. frequently and up to 20 lbs. occasionally. The incumbent must be able to stand, sit and walk for extended periods of time, ascend and descend stairs.

## **Equal Employment Opportunity Statement**

The YWCA National Capital Area is an Equal Opportunity Employer. We seek to recruit, hire and retain the most qualified individuals without regard to race, color, religion, national origin, citizenship, sex, age, gender, disability, marital or veteran status, personal appearance, sexual orientation, gender identity or expression or any other characteristic or status protected by applicable federal, state or local law.

It is our intent and desire that equal employment opportunities be provided in employment, recruitment, selection, compensation, benefits, promotion and all other terms and conditions of employment.