Britepaths- Financial Empowerment Center
JOB DESCRIPTION – 2021
Computer-Tech Instructor

Position Title: Computer-Tech Instructor

Reports to: Workforce Development Director

Job location: One of 3 locations: Virtual; Alexandria Tech Center, Alexandria, VA; South County Government Building, Alexandria, VA

Job Status: Hourly, 35hrs/wk, full-time

Interested candidates should send a cover letter and resume to Lisa Whetzel, Executive Director, LWhetzel@britepaths.org.

Salary & Benefits
Salary is based on experience; range $30-$33/hr.   Available benefits include: Health Insurance, Life Insurance, Flexible schedule, Telecommuting, Paid Time Off, and 403b match.

Background
Britepaths is a nonprofit organization dedicated to helping Northern Virginia residents meet their basic quality of life needs through food assistance, financial assistance and mentoring programs. This training program falls under Resilience Programs at Britepaths which include Financial Literacy and Workforce Development.

Responsibilities
Instructor will deliver high quality, interactive instruction to a diverse student population seeking to acquire skills and credentials that will prepare them for career opportunities in entry level IT positions. The instructor will teach basics of cloud computing, computer applications and computer network support from 2 distinct existing but evolving curriculums using instructional methods geared toward the adult learner. The Instructor is responsible for pre/post class tasks and 15 week instruction period. Classes will run M-F, 9am-3pm, with office hours daily 3pm -4pm. During downtime between cohorts, this position may be asked to conduct MS Office Word, Excel and PowerPoint classes.

Work Activities
- Produce and instruct high quality, student driven and project-based classes daily in which students learn, are challenged, and enjoy the learning process.
- Provide guidance for self-directed learning and provide one-on-one tutoring outside of class.
- Deliver classroom training in a highly interactive style to prepare adult students for entry-level career in Information Technology.
- Manage student behavior, assessment administration, monitor and enforce student class attendance, one-on-one tutoring, evaluation, and monitoring of individual student progress all in a consistent manner in the professional development of all adult learners.
- Work closely with the Program team to identify student needs, provide necessary support, establish individualized plans for student achievement, and participate in regular student status meetings.
- Maintain and update Google Classroom and Canvas with student grades, certification, scores, and progress notes.
- Provide students with insight into career tracks within the field and advise on career opportunities and types of positions that would be commensurate with their skills and credentials.
- Assist in identifying internship opportunities, participate in employer visits and professional events as warranted.

- Provide success stories/photos to development team to promote program impact.
- Required 80% graduation rate for students.

Knowledge, Skills and Abilities
- Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult and multi-cultural students.
- Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class.
- Ability to build a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Ability to relate well to different groups of students of different ages and ability levels.
- Must have good classroom management skills.
- Team-player who can collaborate with colleagues.
- Possess excellent communication and organizational skills.
- Enthusiasm for the subject material that will foster a love of learning by students.

Qualifications
- Required: an active certification in EITHER (1) AWS SysOps Administrator Associate or (2) AWS Solution Architect – Associate. Professional level certifications in Solution Architect or DevOps are also accepted.
- One year of experience in teaching technical IT content covering at least three of the five areas mentioned below:
  - Linux Operating System
  - Scripting languages such as Shell and Python
  - Networking and Security concepts
  - Relational Databases
  - DevOps Concept and Processes
  - Other Requirements: Familiarity with Microsoft Office skills (Excel, Word & PowerPoint)

Requirements
- CompTIA A+ / Cisco certifications
- Experience teaching AWS content to enterprise customers
- 1-3 years of experience as an educator with a proven track record of student achievement
- Bachelor's degree in a relevant field (Information Technology, Computer Science etc.) preferred. Associate's degree in IT or Computer Science, or a Bachelor's degree in a non-technical field plus relevant industry standard certification: CompTIA A+, AWS, acceptable
- A minimum of four years of progressively responsible experience, with 2 years teaching adults experience
- Experience managing projects with exceptional attention to detail
- A desire to collaborate and be part of the learning team
- Experience with student assessment
- Experience with eLearning, computer-enhanced teaching, and blended learning approaches preferredAll Britepaths employees are required to pass a background check