



Job Title: Tech/Digital Literacy Assistant Instructor – Afterschool- 2 position
Department: Revere Community School, Human Resources
Location: East Wing, Revere High School, 101 School Street, Revere, MA
Hours: Variable up to 10 hours per week- Monday through Thursday
Salary: \$25.55 per hour starting August 2024- September 2025. This is a grant-funded position.

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower adult learners and encourage workforce development.

The Tech/ Digital Literacy Assistant Instructor is part of our effort to expand digital equity for Revere and Revere Community School participants. This position is responsible for assisting the instructor to train participants in our adult Education and digital literacy program on using digital technology and digital literacy education. You will work with the Digital Literacy Instructor to use the digital literacy materials and curriculum provided to Revere Community School by the Digital Justice, Equity, Diversity, and Inclusion Consortium and teach adult learners. The candidate must have a good technology skill and be willing to take professional development training.

The Revere Community School (RCS) goal is to continue increasing enrollment and student retention. The Community School primarily focuses on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy, and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people. Many of the learners are low-income, newcomer immigrants with language barriers and no job or working in low-paying jobs. Some are high school dropouts who are looking to attend college, gain employment, and/or obtain a better job. Our vision is to provide our learners with the knowledge and skills they need to be successful in their personal and professional lives and access links to vital resources. We want to empower them to engage in their community, enrich their lives and well-being, and broaden their social networks

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position

- Assist the instructor in the classroom in teaching a group of participants on the course content including Windows 101/Microsoft Office (Intermediate level), UI/UX Design (Advanced level), Front End Web Development (Advanced level), and Logistics & Inventory Management (Advanced Level)
- Assist the instructor with duties such as filing, printing, photocopying, and scanning.
- Provide support to the learners/students in class
- Support the instructors to assist the student in completing Digital JEDI Consortium and other learner enrollment forms
- Assist the instructor in monitoring, recording, and evaluating the progress of program participants.
- Assist the instructors in communicating with program participants on a regular basis to increase retention and completion rate
- Assist in referring program participants to Digital JEDI Consortium Digital Navigators for other services including, device distribution, tech support, internet access, and community care.
- Assist the instructors in managing the class and teaching in the absence of the Instructor
- Assist in registration and assessing of program participants for each course
- Enrolls in professional development training
- Adheres to personnel policy procedures, including attendance policies
- Perform other related duties as needed

Qualifications

Minimum of a high-school diploma or equivalent and two or more years experience in the use of and support of computer hardware and software. Bilingual Spanish, Haitian Creole/English is a plus

- Strong knowledge, experience, and skills in using and training on the use of computer hardware and software.
- Excellent oral and written communication skills and detail-oriented
- Good interpersonal skills and ability to manage multiple tasks/deadlines.
- Ability to conduct training sessions and presentations to individuals and small groups.
- Ability to work independently and proactively with minimal supervision.
- Competency in Microsoft Office Suite, **UI/UX Design**, **Web development** and other applications.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

How to Apply: via The City of Revere application portal

Please submit a resume and cover letter for consideration to fdrammeh@revere.org

Dateline: August 16, 2024