Job Title: Tech/Digital Literacy 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 12 hours per week- Monday through Thursday
Salary: $27.99 per hour 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 Literacy Instructor is part of our effort to expand digital equity for the City Revere and Revere Community School participants. This position is responsible for delivering exceptional intermediate and advanced technology instruction to participants in our adult Education and digital literacy program with a focus on using digital technology and digital literacy education. The position is to develop or adapt 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 be an experienced technology instructor and 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

- Teach small group class sessions 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)
- Develop and adapt curriculum and course objectives into lesson plans aligned with student learning goals
- Assist the student in completing Digital JEDI Consortium and other leaner enrollment forms
- Provides individual coaching in areas where students struggle.
- Monitor, record, and evaluate the progress of program participants.
- Maintains student attendance, achievement records, and case notes.
- Communicate with program participants regularly to increase retention and completion rate
- Support and refer program participants to Digital JEDI Consortium Digital Navigators for other services including, device distribution, tech support, internet access, and community care.
- Work with assistant digital literacy instructors and volunteers to support you in the classroom.
- Assist in assessing program participants for courses
- 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, Associate or Bachelor's degree or equivalent in related fields and two or more years of relevant experience in the use of and training on computer hardware and software.

- 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 small groups.
- Ability to work independently and proactively with minimal supervision.
- Competency in the Microsoft Office Suite), UI/UX Design (advanced level), Front End Web Development (Advanced level), and Logistics & Inventory Management (Advanced Level)

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