

Computer Instructor 1 position

The Computer Instructor is responsible for teaching computer applications and educational software to students in grades K-5 in the B.A.S.I.C. Academy. It is important that this individual possesses strong communication and problem solving skills and is able to relate to and teach elementary school age students. It is also expected that the Instructor will live his/her life in a way that is God-honoring both at and away from The Pittsburgh Project.

Qualifications:

Candidates for this position should have a commitment to the Lordship of Jesus Christ over life and a solid grasp of the Bible. They should have a desire to see students grow academically, socially and spiritually. They should have experience in teaching a small group of urban students. They should be proficient in reading, math and writing. They should have a teachable spirit and a commitment to working as part of a team with other staff members. They should also possess strong organizational skills and problem solving skills.

Responsibilities:

- **teach computer classes of 10-15 students in grades K-5**
- **write lesson plans and set specific goals for students' achievements**
- **maintain accurate records of students' achievements in computer classes**
- **complete semester evaluation reports of computer classes**
- **assist in selecting computer curricula**
- **maintain an environment that is safe, conducive to learning, and God-honoring**
- **discipline students using age appropriate methods**
- **communicate clearly with classroom teachers**
- **encourage students to grow academically, socially and spiritually**
- **maintain current on issues with technology**
- **serve as a crossing guard between 3:30 and 4:00 PM Mondays-Thursdays to supervise students' arrival to The Pittsburgh Project**
- **assist with supervising students at dismissal until 6:30 PM twice a month**
- **assist students in reaching the Youth Development benchmarks and long-term outcomes**
- **participate in regularly scheduled afterschool teacher meetings and Youth Development training events**
- **additional responsibilities as determined by the Elementary Coordinator**

Schedule:

This position is part-time and begins Monday, August 31, 2009 and ends Tuesday, June 1, 2010. The Computer Instructor works Mondays, Tuesdays and Thursdays from 3:30 until 6:00 PM and Wednesdays from Noon-6:00 PM. There may be some variations to this schedule due to programming needs and training events. Hourly rates for this position are between \$8.50-\$10.50 an hour.

Accountability:

The Computer Instructor works as part of The Pittsburgh Project's Youth Development team and is supervised by Karen Shumaker, Elementary Coordinator.