Part-Time Instructor

Compudopt’s mission is to provide technology education and access to under-resourced youth. Compudopt seeks to bridge the digital divide by eliminating limited access and providing solutions that facilitate growth in technical and digital literacy skills to support the future of youth and their communities.

Compudopt seeks to fill multiple Part-Time Instructor positions. Instructors will plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Instructors will report directly to the Chicago Program Director.

Trainers will lead in-person programming and execute lessons and curriculum to a class of 15 students. This role is anticipated to require 15 to 20 hours per week of combined instruction and related duties spanning late afternoons, evenings, and/or weekends. Programming may be facilitated in-person or virtually depending upon partner requirements.

Essential functions of the job may include but are not limited to the following:

- Plan, prepare, and deliver lesson plans in line with Compudopt’s developed curriculum and instructional materials;
- Establish and communicate clear objectives for all learning activities;
- Use specific technology to support and differentiate instruction according to developed curriculum;
- Instruct and monitor students in the use of learning materials and equipment;
- Manage student behavior in the classroom by establishing and enforcing rules and procedures;
- Supervise classes to ensure all students are learning in a safe, healthy, and productive learning environment;
- Deliver personalized instruction to each student by encouraging interactive learning;
- Provide appropriate feedback on work while encouraging and monitoring the progress of individual students and using information to adjust teaching strategies;
- Maintain accurate and complete records of students’ attendance, progress, and development;
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds;
- Report to partner worksites on an assigned and punctual basis;
- Participate in program training and related activities, as needed.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or disabilities to perform the essential functions.

- Bachelor’s degree or higher (or working toward a Bachelor’s degree) from an accredited institution.
- Establish and maintain cooperative and effective working relationships with others.
- Perform all other related work delegated or required to accomplish the objectives of the total program.
- Knowledge of or strong desire to learn STEAM-related programming.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Compudopt provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Compudopt complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply, please submit a cover letter and resume to mike.carter@compudopt.org. This position is subject to successfully passing a background check and requires two references.

Job Type: Part-time; seasonal or year round.

Pay: $18.00 - $20.00 per hour