



## **COMPUTER SCIENCE INSTRUCTOR**

**Cambridge, MA**

Just A Start is a community development corporation dedicated to promoting equity by creating access to stable housing and building pathways to economic opportunity. We build and preserve affordable housing, offer education and workforce training, and provide housing resources and services to low-to moderate-income people in Cambridge and nearby communities. The Information Technology Careers Program prepares adult students for entry-level jobs in IT support. Students in the program take courses introducing them to a broad range of topics in hardware, software, networking, and customer service, as well as equipping them with skills to conduct a successful job search.

We are looking for an energetic, creative, and mission-oriented instructor to join our IT Careers faculty for the Spring 2023 term, which runs from the beginning of January to mid-May. The instructor will be responsible for teaching Operating Systems, a course that covers the core system administration tasks of Windows 11, Windows Server 2022, and Linux, including substantial hands-on labs with physical and virtual hardware and software. This is a part time, contract role with 5-6 hours per week (3-4 hours of instruction, 1 hour of preparation, 1 hour of meetings), paid at \$75 per hour. All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

There may be opportunities for teaching additional courses in the future in such topics as help desk support and networking.

Our hope is to hold most classes in-person at our classrooms in Cambridge, but as we monitor the state of the pandemic, some classes may be moved online. Online teaching, as well as curriculum planning and class preparation work, can be done remotely.

### **KEY JOB ACTIVITIES**

- Teach cohort of 18 students in 5-month Operating Systems course.
- Maintain appropriate classroom management while utilizing a variety of teaching methods and strategies to meet the needs of diverse adult student learning styles.
- Maintain and document course preparation (lesson plans, enrichment activities, etc.) and evaluation tools (exams, quizzes, project/portfolio assignments, etc.) and submit as required.
- Assist with reviewing current IT Careers curriculum and assure it aligns with industry needs.
- Assess students' learning outcomes and prepare progress reports.
- Recommend students in need of additional support services and tutoring.
- Serve as job reference for students.
- Collaborate closely with other teachers and Just A Start staff to ensure that students' professional skills and communication abilities are aligned with the needs of employers.
- Participate in JAS meetings and events as required.
- Participate in program development and evaluation activities.

### **QUALIFICATIONS**

- Master's degree in a related field

- Industry experience in systems administration and/or IT support preferred
- 1-3 years experience teaching adults required; community college teaching experience highly preferred
- Experience in creating a hands-on, interactive learning environment
- Excellent interpersonal, communication, teamwork, and time management skills
- Ability to work well with diverse adult learner populations, including English language learners, and develop positive relationships with students, colleagues, and staff
- High level of cultural awareness, respect for, and commitment to working with diverse populations to overcome barriers to success

Just A Start strongly believes that all persons are entitled to equal employment opportunity, and does not permit unlawful discrimination against its employees or applicants because of their race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, veteran status, citizenship status, veteran status or military obligations or any other legally protected characteristics under applicable state or federal laws. We strongly believe that diversity of employees at all levels makes us a stronger agency that can make a more meaningful contribution to our communities, and we strive to succeed in this regard.

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