



EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Computer Technology Teacher

Department: Adult Education

Reports to: Director of Adult Education

Hours: Part-time

Position Summary:

The Computer Technology Teacher is responsible for teaching computer technology classes to students, as well as creating and updating the technology curriculum for the Adult Education Program. Class type and schedule will be determined by the funding requirements under the contracts for each fiscal year.

Responsibilities:

- Create a Technology Curriculum Enhancement Guide for the program in consultation with instructors and Director of Adult Education.
- Develop training in the following areas: teaching the use of productivity software, video technologies including camera work, the use of e-mail discussion groups, blogs, podcasts, chat rooms, virtual communication and collaboration, and research via relevant websites and online informational resources.
- Develop training in the following areas: use of the mouse/keyboard, basic Microsoft Office and basic internet use.
- Survey teachers for technology needs and develop a technology plan for courses.
- Take daily attendance and maintain minimum student attendance as outlined by contracting agency or funder.
- Complete forms and create files for each student and program as it becomes appropriate.
- Attend staff meetings and collaborate with Adult Education team to plan and design classes based on the learning needs of the students.
- Maintain communication with Director of Adult Education about class activities and progress.
- Submit student attendance, in-take forms, and testing information to Director of Adult Education by established deadlines.
- Additional duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in computer technology or related field.
- At minimum one year of experience teaching computer technology.
- Excellent interpersonal skills and ability to explain technical language to non-technical personnel.
- Experience working with urban adults and immigrants and speakers of languages other than English.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Experience developing database programs a plus.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send cover letter, resume, salary requirements, and references to:
jobs@unionsettlement.org.

Please indicate Computer Technology Teacher in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER