

## UNITED SOUTH END SETTLEMENTS

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

### **Temporary Part–Time Technology Education Instructor**

#### **GENERAL DESCRIPTION**

Reporting to the Director of Workforce Readiness the temporary Technology Education Instructor will teach the Microsoft Digital Learning Certification course. This position is temporary part-time, M-F, 30 hours per week. This position is projected to start on February 2<sup>nd</sup>.

#### **QUALIFICATIONS**

1. Bachelor’s degree in related field and have a minimum of three years teaching instruction technology to adult population
2. A broad general education and dedication to lifelong learning; overall intelligence and perseverance; a strong work ethic; high ethical standards; self confidence; good time-management skills
3. Knowledge of computer Technology curriculum, curriculum development; and knowledge of testing and assessment
4. Interpersonal skills, especially in being a good listener; skills in written and oral communications; administrative skills
5. Good telephone and electronic mail communication skills
6. Technical knowledge in the fields of computer science, computer education, and a broad range of technologies
  - a. Knowledge of the theory and practice of instructional technology
  - b. Some experience in working with students in the instructional technology field
  - c. Knowledge of teaching and learning theory as they relate to the roles of technology in content and pedagogy
7. Proficiency with Microsoft Word and Excel
8. Demonstrated ability to work independently and as a part of the team

#### **RESPONSIBILITIES**

Programmatic:

1. Perform initial intake, assessment and placement as needed.
2. Teach Microsoft Digital Learning Certificate course.
3. Develop written lesson plan and help in development of curricula to ensure that lessons adhere to standards and strands and to meet students and community needs
4. Utilize and supervise volunteers and interns.

Administrative:

1. Maintain records of participants and evaluations of class and program, internally and for TSN
2. Enter data into Efforts to Outcomes (ETO) and TSN systems
3. Attend and actively engage in team meetings
4. Perform other related duties as requested by the Director or Workforce Readiness

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to reach, stand, finger, grasp, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

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*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

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**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org). In the subject line, please specify the position to which you are applying. No phone calls, please.**