



Computer Literacy Instructor

Job Description

- **Salary:** *Negotiable*
- **Type of Work:** *Contractual*
- **Work Hours:** *4.5 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(2)-St. Thomas/St. John District (1) Position and St. Croix District (1) Position*

Purpose

This position involves conducting basic computer literacy instruction, assessment and testing of young adults between the ages of 16 through 24, managing student computer literacy progress, maintaining on-going student contact, involvement in student retention activities, participation in staff development activities and completion of related documentation and reports.

Responsibilities

1. Provide basic computer literacy instruction in assigned related subject/topic areas to include Introduction to Computer, Computer Fundamentals, Microsoft Word, Excel, Publisher, PowerPoint as well as internet browsing, establishing e-mail address and basic web-page development.
2. Prepares and submits Computer Literacy Curriculum providing a basic introduction to computer, computer fundamentals as well as Microsoft operations.
3. Conduct student assessment through testing.
4. Develop individualized learning lesson plans for each trainee, and assess trainee's computer literacy progress by reviewing and updating plans regularly.
5. Provides instruction that improves trainee's computer literacy level measured by trainee pre/post testing.
6. Prepares and submits 100% of student evaluation forms (bi-weekly and monthly). Provide weekly reports on the progress of participants.
7. Enforce YouthBuild attendance policies and procedures thru submittal of attendance sheets weekly as well as document and submit student infractions immediately. Conducts any and all activities necessary to encourage student retention.

8. Develops and submits 100% learning documentation and progress forms (lesson plans, student portfolios homework or testing results and other learning documentation) for 100% of students' assigned in accordance with directed timeline requirements.
9. Market the program to potential trainees, make public presentations through various media sources and develop presentations in conjunction with the YouthBuild Program Administrator about the program.

Qualifications

1. Minimum of three years of college majoring in Computer Science or Information Technology, a Bachelor Degree preferred.
2. An equivalent combination of education and experience may be substituted for the above.
3. Understanding of issues facing young people in the community.
4. Good verbal and written communications skills.
5. Good interpersonal and problem solving skills; ability to relate to a wide range of issues, people and institutions.

How to Apply

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

Marilyn Miller
Procurement Manager
Procurement Department
Virgin Islands Housing Authority
P.O. Box 7668
St. Thomas, V. I. 00801

These vacancies will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.