

Part Time El Sol Computer Coordinator

This is an FLSA Classified Exempt Position.

The Computer Lab Coordinator will be teaching computer literacy skills, resume creation and job searching online, financial and health education on-line, internet navigation, e-mailing and Microsoft office skills. He/she assumes full responsibility for the operation, safety and security of the computer lab during evening hours when classes are delivered. The position is for 7.5 hours per week on Tuesdays and Thursdays from 6:30PM to 9:00PM and Wednesdays 6:30PM to 9:00PM during three semesters throughout the year.

Essential Functions:

- Implement curriculum and provide classroom supervision for Computer Classes on Tuesday and Thursday nights. (20%)
- Provide classroom supervision and computer support to walk-in students on Wednesday nights. (10%)
- Prepare suitable learning environment for students, create interest and maintain a neat and clean classroom. No eating or drinking in the computer lab. (10%)
- Maintain a healthy and professional work environment (10%)
- Coordinate curriculum with ESL Nighttime Coordinator and Teachers. Assist with on-line pre- and post-tests as required by funding partners. (5%)
- Include curriculum about Financial and Health Literacy using websites provided by Florida Literacy Coalition. (5%)
- Provide on-time statistics regarding students' registration and attendance through SERT's. (10%)
- Provide support at registration period and offer support when needed to ESL Nighttime Coordinator with student registration and attendance. (10%)
- Be creative with program development. Coordinate class progress, needs and reports with ESL Nighttime Coordinator and Chief Program Officer (10%)
- Provide certificates and awards at semester graduation for students. Responsible to print out certificates, enter data into SERTS. (10%)
- Must hold the class in both Spanish and English.

Qualifications and Skills:

- Bi-Lingual in Spanish and English
- High school diploma with at least 1 year of post-secondary education or experience in a computer related discipline.
- Technologically literate with strong computer skills including knowledge of Microsoft Word and Excel and other commonly used software.
- Strong internet skills, including use of e-mail programs and group messaging
- Be Flexible and patient and provide healthy learning environment

This position will report directly to the Chief Program Officer and work closely with ESL Nighttime Coordinator. Email: Heather@friendsofelsesol.org with resume.

Name

Date