



# Instructor (Part-Time)

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501(c)(3) non-profit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

The Instructor will work with the Director of Children's Programs and the Eureka Workshop staff to facilitate all the delivery of arts-integrated computer science curricula through Eureka Workshop programs. Through research, management, and oversight, the Instructor will ensure that all Eureka classroom experiences are compelling and engaging for both students and instructors. The Instructor will work with all staff to ensure classroom content reflects CodeVA's values and culture.

## Job Responsibilities

- Meet monthly with the Deputy Director of Children's Programs to discuss upcoming and current student programs occurring on and off-site
- Work independently and alongside all instructors (Eureka Workshop classroom instructors, teaching artists, robotics instructors and volunteers) in the development and delivery of lesson plans and curricula
- Teach Eureka Workshop classes both virtually as well as in-person on and off-site
- Participate in "Lab" style classes where Eureka instructors (or community partners) test out newly developed lesson plans and activities
- Assist the Deputy Director of Children's Programs in the training of new staff members, community partners, and specialized volunteers who will be delivering classroom content
- Participate in training sessions that provide community partners with Eureka Workshop curricula
- Perform administrative tasks as the host of monthly DoodleJam online events
- Represent Eureka Workshop at off-site events such as STEM Fairs and other marketing opportunities

- Contribute to the creation and production of content for Eureka Workshop published media such as instructional videos, Project Snail Mail, Eureka @ Home projects, social media, and the department blog as needed
- Perform additional tasks as needed

## **Job Qualifications**

- High School diploma and/or pursuing a Bachelor's and/or advanced degree in Education, Computer Science, Studio Art or a related field OR similar work experience
- A minimum of 1 years of Teaching experience in a formal or Out-of-School-time educational setting
- Knowledge of Virginia Standards of Learning
- Proficient in Microsoft Office and Google-based office applications
- A strong commitment to community service, in particular through public education

## **Physical Qualifications**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

## **Salary**

Salary: \$15.00 - \$17.00 per hour

## **Equal Opportunity Employment**

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

## How to Apply

Submit your resume and cover letter to [HR@codevirginia.org](mailto:HR@codevirginia.org) no later than Monday, March 21, 2022. Please indicate "Part Time Instructor" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.