

## Computer Training Instructor (Part Time) Job Description

### Job Summary:

Under the direction of the WEST Programs Manager, the WEST Computer Training Instructor will be responsible for delivering a successful computer program giving participants the skills and certifications required to enhance their employability.

### Main Duties:

The WEST Computer Training Instructor will perform some or all of the following duties:

- Teach students using a systematic plan of lectures, demonstrations, discussion groups and independent or group projects
- Develop curriculum and prepare teaching materials and outlines for courses
- Prepare, administer and mark tests and papers to evaluate students' progress
- Administer certification exams
- Advise students on program curricula and career decisions
- Provide individualized tutorial/remedial instructions
- Supervise independent or group projects, or hands-on training
- May serve on committees and work in concert with WEST Staff/Employment Counsellors concerned with matters such as curriculum revision, and course and diploma requirements.
- Maintain program statistical information, including enrolment, attendance, testing, scoring, and other successes and emerging trends.
- Assist with outreach and promotion activities (as required).
- Submit monthly and periodic reports as requested.

Additionally, the WEST Computer Instructor will liaise with WEST staff, in regards to scheduling referrals, special needs and addressing barriers of the participants.

### Employment Requirements:

- A bachelor's degree or college diploma in Computer Science, Business and/ or Education, or equivalent experience in the related field.
- Demonstrated knowledge and ability to teach in the following courseware: MS Office (Word, Excel, Access, PowerPoint, Project).
- Knowledge in Social Media, HTML, CSS, and Javascript (would be an asset)
- Additional courses in teaching may be required



Apply in writing with a cover letter and resume to [careers@westofwindsor.com](mailto:careers@westofwindsor.com)

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)