



Square Tech IT instructor

The Castle Square Tenants Organization (CSTO) is a 501c3 non-profit that serves the needs of the residents of Castle Square Apartments, and the surrounding community. The Center at Castle Square is a state of the art, green facility that houses a variety of education, technology, and leadership programs, with the goal of preserving Castle Square Apartments as affordable housing by providing comprehensive programs and services that enable residents to improve their lives, and support a vibrant, healthy Castle Square Community.

Position Title: IT Instructor

Job Type: Part time

Hours: 20 hours per week school year/30 hours per week summer

Reports to: Senior IT Program Manager

Email: ichan@cstoboston.org

Telephone: 617-874-1579

Role and Responsibilities

- Develop a course curriculum for high school students on technology such as PC hardware, networking and Computer Science
- Teach interactive and innovative IT classes that create an exciting learning experience for program participants through a hybrid model.
- Assist with enrolling students, tracking attendance and learning progress. Distributes training schedules on-line and in written form; develops, evaluates, and assembles class modules, training materials, and handouts
- Assists with administering student assessments and course feedback.
- Assess and evaluate students
- Plans, coordinates, schedules and presents workshop classes for students
- Assists with interviewing students applying to the training program.
- Provide as needed technical assistance or additional learning support to course students
- Interacts with users in clear terms; adheres to and enforces policies, rules, and regulations relating to CSTO and technology use.
- Repairing/Refurbishing donated and in-house computer equipment for training program use
- Assists in setup and support at various workshops, events and conferences
- Maintaining and performing preventative maintenance
- Assist Technology Manager with maintaining working relationships with vendors and third-party providers.
- Works with the Senior IT Program Manager and Square Tech in coordinating the planning, installation, testing and maintenance of equipment/products
- Work with a team of employees and volunteers
- Attend meetings
- Additional duties as assigned

Qualifications:

- Demonstrates knowledge of and experience in technology
- Strong verbal and communication skills
- 1-2 years of teaching technology and curriculum development preferred
- Experience working with high school youth
- Interest in technology and customer service
- Ability to work independently and take initiative when needed
- Experience working with individuals of diverse backgrounds
- Chinese and/or Spanish bilingualism preferred but not required
- C.O.R.I and S.O.R.I. checks required