

**BILINGUAL COMPUTER INSTRUCTOR CONTRACTOR  
PART-TIME**

Approx. 9 Month Contract or as grant allows

Effective Date: Immediately

Rate: \$22.00 per hour

2 hours per day, 4 days per week

**POSITION SUMMARY:** Under the guidance of the Community Relations Department, teaches various computer classes to residents at Coachella Valley Housing Coalition (CVHC) designated sites.

**REQUIREMENTS OF JOB:**

1. Design and teach various computer courses to residents. Create course outlines and lesson plans and write instruction and review handouts for each of the different courses.
2. Prepare the classroom and the computers for use before each class; attends to the proper shut-down of computers after each class.
3. Keep daily attendance logs and student performance records.
4. Submit attendance logs and performance records at the end of each month.
5. Assure that the computer equipment is in good working condition and properly used by each student.
6. Train and supervise any volunteers.
7. Supervise the use of computer equipment during lab hours and wipes down each computer, keyboard, mouse, etc. with proper disinfectant wipes.
8. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bilingual English & Spanish
- 2-4 years' teaching experience with Personal Computers and working knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.), internet, social media platforms, or any combination of education and experience.
- Knowledge of computer hardware including installation and operation of printers, scanners, and other peripheral equipment, including troubleshooting of such.
- Knowledge of teaching principles.
- Knowledge of training and supervision, including classroom management.
- Able to travel around the Coachella Valley

**WORK ENVIRONMENT:**

This position requires constant walking, talking, bending, stooping, and/or lifting to 15 lbs. and driving between sites