Role Summary: The Instructor focuses on learning and teaching TechTown curriculum to learners aged 7 - 17. They assist in reviewing externally produced content and resources and maintains regular contact with relevant agencies with regard to standards and other pertinent issues, disseminating information regarding relevant standards or policy changes. Coordinates with assigned Learning Partnership school(s), field trip groups and home school days.

Organization Background: The mission of the TechTown Foundation, Inc., headquartered in Chattanooga, TN, is to level the playing field for all Chattanoogans by providing access to state-of-the-art technology, career awareness of the technology field and technology training. TechTown is dedicated to engaging our youth and community in the creative aspects of technology. We provide a fun, open learning environment to build the skills and create learning pathways necessary to expand interest and talent in the fields of video production, technology (programming, robotics, 3D/2D design), graphic design, and entrepreneurship.

Responsibilities:

- **Instructor**
  - Prepare for each class by arranging the hosting rooms and organizing material to be used and resources needed
  - Identify quality content providers
  - Identify and review externally produced content and resources
  - Research new and innovative curriculum practices
  - Review course and content data making recommendations regarding revisions
  - Work with partners to curate and or create content for TechTown
  - Stay current with curricular trends and standards changes by maintaining professional memberships, attending conferences, and maintaining regular communication with local schools
  - Provide quality instruction to students using best methods and proven practices to ensure highest quality learning
  - Create assessments that accurately gauge knowledge gains

- **Manage Learning Partnerships**
  - Coordinate and schedule dates with assigned school(s)
  - Keep updated master list of Project Based Learnings, number of students, students’ names, contacts’ names, email addresses, and phone numbers, number of visits, pre and post tests and scores, for each area (i.e. one each for film, 3D, robotics, and coding, for each grade for each school).
  - Correspond with school contact weekly
Create grant fulfillment documents for each group of students at the conclusion of each partnership.

Keep team updated on workings of each group, i.e. schedule changes, changes in number of students, set up, resources needed, etc.

**Field Trip Coordinator**

- Accepts all field trip related inquiries from website, phone calls, emails, or otherwise
- Contact designated individual using preferred method of contact listed on form, if applicable
- Send contact list of field trip offerings and summaries relative to applicant’s interest in each area, along with price. If discount is requested by a Title 1 school, offer discount, and discuss the possibility of grants.
- Discuss method of payment, possible dates, number and grade of students, as well as itinerary of chosen field trip option with applicants
- Coordinate with bookkeeper to develop invoice to secure payment.
- Inform team about date, number of students, chosen field trip, resources needed, and set up plan.

**Home School Coordinator**

- Accepts all home school related inquiries from website, phone calls, emails, or otherwise
- Initiate team planning monthly home school dates, curriculum, and resources needed to offer two separate areas (one for ages 7-10, one for 11-17, each month)
- Create blurbs summarizing each date’s offerings for website
- Monthly inform staff about date, number of students, reminder of which areas will have offerings, resources needed, and set up plan.

Other duties-please note this job description is not designed to cover a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Accountabilities:

- Reports directly to: CEO
- Works directly with: TechTown Staff
- Supervisory responsibility: None
Qualifications: The ideal candidate for this position should be a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. In addition to the following:

- Bachelor’s degree with 1 to 3 years of professional experience in education environment; or equivalent combination of relevant experience
- Must love kids and have previous teaching experience with them
- Knowledge of various technologies, i.e. 3D/2D, programming and robotics
- Ability to simultaneously handle multiple, diverse tasks using prioritization
- Excellent oral and written communication skills
- Proficient in MS Office Suite and SharePoint; Google tools
- Ability to independently work and as part of an integrated, diverse team
- Adapt to different work and learning styles

Personal Attributes:
- Meet professional obligations through efficient, consistent work habits
- Excellent organization skills
- Strong attention to detail
- Ability to meet deadlines and honor schedules
- Understand policy compliance
- Demonstrate respect for others
- Coordinate resources and meetings in an effective and timely manner

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 20 pounds.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.
Compensation: Salary is competitive and commensurate with experience.

Application Process: Interested, qualified applicants should submit their resume and cover letter to cramsey@gotechtown.org. All resumes submitted will be reviewed. Only those chosen for an interview will be contacted.

EEO Statement: TechTown is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law. We are dedicated to providing a working environment free from discrimination and harassment, and where all employees are treated with respect and dignity.