



**San Diego Futures Foundation**  
4283 El Cajon Blvd, Suite 220, San Diego, CA 92105  
T: 619-269-1684 | F: 619-269-3471  
[www.sdfutures.org](http://www.sdfutures.org)

## San Diego Futures Foundation Job Description

**Job Title:** Coding/Software Development Instructor

### ORGANIZATION BACKGROUND

The mission of SDFF, a local nonprofit 501c3 serving the entire San Diego County, is to improve people's lives by making information technology available to underserved individuals, organizations and disadvantaged small businesses through training, education, technical services, and equipment. SDFF is supported by a variety of local funders including the County of San Diego. For more information please visit our website: [www.sdfutures.org](http://www.sdfutures.org)

### OVERVIEW

The Coding Instructor provides quality instruction to students through well prepared classes, relevant assignments, fair and holistic assessment of learning and clear documentation of student progress. He/She will teach the critical thinking skills needed for students to design and work with web-based information systems. Their design will be taught with a problem-solving approach that emphasizes how to look at a problem as something that can be solved with computers.

### RESPONSIBILITIES

- Develop curriculum and training modules that meet the needs of the target population
- Ensure course and program learning outcomes are delivered as defined by program curriculum
- Identify necessary hardware and software for class usage
- Identify apps to develop and appropriate timeline for development based on program curriculum and student progress
- Assist in the development of training calendars and coordination of classes with instructional staff
- Work with other staff to manage, configure, and prepare classrooms for training
- Adequately prepare all course materials and lessons
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Other tasks assigned by supervisor



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## SKILLS

- Strong Background in professional software development and/or coding instruction
- Dependable, self-reliant/motivated, and passionate about coding and teaching
- Experience in delivering and leading technical training in team oriented environment
- Ability to develop engaging course curriculum and customized coding projects
- Proficient at both front and back end of development
- Excellent customer service, communication and interpersonal skills
- Exceptional critical thinking, time management and problem – solving abilities
- Self-starter, ability to prioritize and work independently with minimal supervision
- Capacity to work in a flexible results- based work environment with a positive/winning attitude
- Ability to multi-task and work on serval projects at once
- Initiative and ability to make sound judgement calls and decisions

## EXPERIENCE AND EDUCATION

- Bachelor’s Degree in Computer Science or equivalent experience
- 3-5 years software/curriculum development experience
- 3+ years of experience in Ruby, JavaScript, and HTML
- California Drivers’ License and Automobile Insurance policy
- Reliable transportation

## PHYSICAL JOB DESCRIPTION

The work environment is a typical air conditioned office with cubicle-style desks and low-to-moderate sound levels. The position requires the employee to work outside of the office and to interact with external clients throughout San Diego County. The Coding Instructor will be provided with a Windows 7-based PC, a telephone and office supplies to use for work related purposes. Physical tasks include typing and occasionally lifting small boxes less than 50lbs.

## TASKS AND TIME USE

Task Name	Description	% of Time Spent
Instruction	Lead instruction by live coding and assisting students code.	65%
Curriculum	Develop curriculum, identify apps and timeline for development	25%
Administration	Enter timesheets and expenses, attend staff and board meetings, attend trainings.	10%
		100%



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## REPORTING

The Coding Instructor reports to the CODE SDFF Program Manager and works cooperatively with all SDFF staff.

## TERMS

Wages: Salary

Hours: Full time

Classification: Exempt

Compensation: \$70,000 – \$80,000 annual salary

Benefits: Employee is eligible for health, dental, and vision benefits after 30 days of employment

**I have read and understand the above job description. I also understand this is just a guideline to use when doing my job and not to be construed as a contract. I further understand, as an at-will employee I or SDFF can terminate this employment relationship for any reason. This position within SDFF is a grant funded position and may be terminated in the event of loss of funding.**

**By signing this job description I confirm that I am also capable of successfully performing the duties of this position as described. While this job description is intended to be an accurate reflection of the job requirements and accountabilities, SDFF management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Manager Signature

\_\_\_\_\_  
Date