



**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:** Digital Literacy & Coding Instructor

### **Who should apply?**

- Background in Computer Science/Coding preferred.
- Ability to train and/or communicate in Spanish required.
- Knowledge of the technical aspects to provide training in basic and advanced Digital Literacy topics such as: Microsoft Office (Word, Excel, PowerPoint) required.
- Bachelors' Degree or equivalent experience and training required.
- Industry recognized certification in computer technical support preferred.
- California Drivers' License and Automobile Insurance policy required.
- Reliable transportation required.

### **ORGANIZATION BACKGROUND**

The mission of SDFF, a local nonprofit 501c3 serving the entire county of 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 Instructor provides quality instruction to students for Digital Literacy and Coding through well-prepared classes, relevant assignments, track student progress and prepare program outcome report.

### **RESPONSIBILITIES**

#### *Instruction*

- Provide instruction for basic digital literacy classes such as Microsoft Office (Excel, Word, Power Point) at SDFF working with a variety of populations including, but not limited to youth, young adults, veteran's, refugees, and senior citizens.
- Coordinate curriculum and training modules that meet the needs of our target population.
- Provide instruction for youth coding programs at SDFF. Research and implement activities to compliment curriculum.
- Teach beginner level coding courses using the following learning platforms: Scratch, App Inventor, and any other coding tutorial websites.
- Teach beginner level coding languages such as HTML, CSS, and Java.
- Track student progress during class and provide information to report on program outcomes and submit to Project Coordinator.
- Collect data necessary for reports, grants, and statistics.





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- Identifies teaching methods that work best for students who learn differently.
- Evaluates student performances in the class and provides feedback.
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect.
- Collect, evaluate, manage, and report program data.
- Assist in the development of training calendars and coordination of classes; ensuring computers are configured and prepared for instruction.
- Keeps order in the classroom and handles student behavior issues that may arise.
- Ensures that the internet in the classroom is used only for appropriate educational purposes.
- Encourages creativity and participation in the class.
- Display professional demeanor in the community representing SDFF.

### SKILLS

- Basic understanding of coding.
- Ability to train and/or communicate in Spanish.
- Experience tracking data and data entry to document student learning outcomes and participant data.
- Knowledge of the technical aspects to provide training in basic and advanced Digital Literacy topics such as: Microsoft Office (Word, Excel, PowerPoint), Basic Digital Literacy (Navigating computer environment, using software, understanding and basics of using the internet including search engines, setting up and using email, internet safety, and cyberbullying), Social Media platforms including Twitter, Facebook and Instagram.
- Background in Computer Science/Coding preferred but not required.
- Exceptional communication, organization, and time-management skills.
- Solid understanding of hardware, software, and Internet technologies and websites.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to lift and/or move objects and displays (up to 30 lbs.), bend, stoop and reach with arms and hands.

### PHYSICAL JOB DESCRIPTION

The work environment is a typical air conditioned office with 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 Digital Literacy & Coding Instructor will be provided with a Windows 10-based PC, a telephone and office supplies to use for work related purposes. Physical tasks include typing and occasionally lifting small boxes less than 30lbs.





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## TASKS AND TIME USE

Task Name	Description	% of Time Spent
Instruction	Provide instruction for basic computer classes and youth coding programs at Sdff working with varying populations including, but not limited to youth, young adults, veteran's, refugees, and senior citizens. Coordinate curriculum and training modules that meet the needs of our target population. Track student progress during class and provide information to report on program outcomes and submit to Program Coordinator. Recruitment of participants for all programs.	90%
Operations	Enter timesheets and expenses, attend staff meetings, attend trainings, update and comply with policies and procedures. Collect, evaluate, manage, and report program data.	10%
		100%

## REPORTING

The Digital Literacy Instructor reports to the project coordinator

## TERMS

Exempt Status: Non-exempt

Hours: Part-time 20 hours per week

Compensation: \$15-\$18/hourly

Benefits: Eligible to receive paid vacation, sick leave, Group Term Life Insurance \$50,000

Professional Development Benefits and Long Term Disability Insurance.

**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.**





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Employee Signature

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Date

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Director/Manager Signature

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Date

