

## West Michigan Center for Arts and Technology Job Description

Job Title: Teaching Professional, Hack Lab Instructor  
Reports To: Program Director  
FLSA Status: Independent Contractor, Exempt

### **SUMMARY**

WMCAT currently seeks enthusiastic Teaching Professionals to help develop curriculum and lead instruction of Hack Lab, a series of three, one-month survey courses designed to introduce teens to different topics related to computing in February – May 2016. In addition to facilitating experiences in computer programming fundamentals, Hack Lab instructors will also integrate WMCAT's pedagogical approach of design thinking and student-led learning.

The Teen Arts + Tech Program empowers urban teens through a hands-on, design-based curriculum in the visual arts and digital technology. Teaching Professionals will work directly under the Program Director to develop a creative and engaging learning environment that supports our mission of providing a culture of opportunity for people to create economic and social progress in their lives and community.

### **PRIMARY RESPONSIBILITIES**

- Develop curriculum for the course that builds technical competency and 21st century skills and empowers students to make a positive impact in the community.
- Use a variety of instructional methods to engage students and provide differentiated instruction to meet the needs of students (up to 12 students in a class)
- Provide opportunities for students to reflect on their work and experiences via presentations and peer critiques.
- Keep labs clean, respectful, and inspirational.
- Manage technology and resources, and be fiscally responsible in materials and supply requests.
- Maintain accurate attendance and student performance records and submit reports as requested.
- Maintain a caring, trusting, yet professional relationship with teens.
- Provide supportive, non-discriminant, fair and equal treatment of all students.

### **PREFERRED EDUCATION/EXPERIENCE**

- Minimum of 2-3 years relevant professional experiences in front- or back-end web development, iOS or Android development, information security, **or** user experience ***strongly preferred***; professional experiences in other areas related to computing ***highly desirable***
- Prior teaching experiences in a school or classroom setting with at least 10 students ***strongly preferred***
- Bachelor's degree in Computer Science, Information Systems, Design, or a related field ***highly desirable***
- Prior related experiences working with teens from diverse cultural backgrounds ***highly desirable***
- Bilingual Spanish skills ***highly desirable***

### **SCHEDULE**

The Hack Lab series will offer three different 4-week courses and is scheduled to run mid-February through May. Instructors will be contracted for each course.

- Availability needed Tuesday and Thursday afternoons, from 2:30-5:30 PM (2 hours class time, 1 hour planning/advisory time)
- Additional time for curriculum development and coordination with the Program Director as required (up to 10 additional hours).

### **COMPENSATION**

- \$1000

### **TO APPLY**

- Please send a résumé and cover letter to Trudy Ngo-Brown, Teen Program Director, at [trudy@wmcats.org](mailto:trudy@wmcats.org).
- Open until filled.