

Order No.	3330371
Agency Name	Skillpoint Alliance - Waco
Job Title	Empower Instructor
Job Description (including hours and responsibilities)	<p>Under the supervision/direction of the Waco Program staff, the Empower Instructor teaches various levels of computers classes to Empower participants. The instructor also ensures that classroom activity runs smoothly during class, and that clients have received quality service through interaction and additional classroom assistance as well as providing administrative services. • Responsibilities: Classroom Leadership Provide one-on-one help to students who have questions and or to students who are falling behind Intervene in behavioral incidents for the purpose of assisting students in modifying inappropriate behavior and/or developing successful interpersonal skills Monitors student behavior for the purpose of ensuring student compliance and maintaining a safe and positive learning environment Troubleshoot any technical problems that may arise during class i.e.: fix a mouse that won't work Manage day-to-day activities of the site including opening and closing of the building, set-up and break-down classroom, answer phone and e-mail messages, and providing general information to clients. (Signing in/out, opening/closing building, securing doors/alarm) Provide and maintain documentation of all significant client and class interactions, primarily through program, but also via email and other electronic and paper records and files; both during and as follow-up to each class Interact with drop-in and walk-in public and respond to inquiries as needed Act as a liaison between Empower and Skillpoint staff at the sites who are directly affected by the program Perform other duties as requested by supervisor</p> <p>• Physical Demands Work is both sedentary and mobile (minimally), indoors mostly Public speaking and use of technology • Location/Hours/Schedule 6-8 hrs a week for 9 weeks; 9-12 hrs a week for 6 weeks (Class times and days TBD)</p>
Job Location	Waco
Salary Range	Temporary contract position (6-12 weeks per class) \$15-20 per hour depending on experience
Qualifications	<p>Required Skills and Experience Bilingual in English and Spanish (preferred but not required) Expert knowledge in Windows O.S., Microsoft Office programs, and Google Applications Experience working with both adults and student populations Must have dependable transportation and have driver's license</p>
Link to application web site (if applicable)	<a href="http://www.skillpointalliance.org">www.skillpointalliance.org</a>
Application Contact Name	Mallory Homeyer Herridge
Phone	2543660108
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