

## *Literacy Green Bay Job Description*

### *Digital Literacy Instructor*

*Reports to: ELL Class Program Manager*

*Pay: \$14-16/hour*

*Hours: 10 hrs/wk for approximately 43 weeks per year, on a flexible schedule but with the majority of hours during class times (9-11 AM and/or 6-8 PM, Mon-Thur)*

#### ***Summary***

*The Digital Literacy Instructor is responsible for ensuring that Literacy Green Bay learners have the digital literacy resources necessary to be successful learners. Approximately 200 adult learners access Literacy Green Bay's digital literacy during their English Language Learning (ELL), College & Career Readiness (CCR) and/or Children First Family Literacy (CFFL) classroom instruction. Other adult learners attend open computer lab hours and work independently using various educational software. At least one digital literacy skills class will be provided during the year.*

#### **Responsibilities:**

- Become familiar with the educational software provided for learners: English language acquisition software, IXL software, online GED learning and keyboarding tools, Microsoft Office Programs such as Outlook, Word, PowerPoint and Excel and Google Programs.*
- Coordinate use of the classroom Computers on Wheels (COWs) with teachers or report any concerns, additional needs, etc. to IT support.*
- Assess learners for computer knowledge and skill competencies at entry and end of semesters. Help learners establish personal email accounts.*
- Develop a digital literacy skills class with input from Program Managers and teachers and instruct the class in a classroom setting to learners of diverse languages, abilities and backgrounds*
- Supervise the instruction in the lab and provide computer training on software programs and provide direct instruction on software, programs, and online tools to all learners as needed*
- Provide additional training and technical assistance in use of interactive whiteboards for staff and teachers as necessary or as assigned by Program Managers,*
- Document usage of the computer lab by students or tutoring pairs usage; track educational gains and enter information into LACES database. Provide required reports to Program Managers for grant purposes*
- Research additional software options, educational websites and free online resources for students' independent study or possible incorporation into and program offerings. Make such resources available to students, teachers and tutors through website and other means.*

- *Work with other Program Managers to develop digital literacy curriculum that aligns with our state ELL and College & Career Readiness (CCR) curriculum standards.*
- *Work with IT support to ensure computers, interactive boards, other technology are in working order and equipped properly for student use*
- *Other duties as needed*

**Qualifications and Experience:**

- *Degree from an accredited college or university or equivalent preferred*
- *Will consider college student enrolled in applicable academic program*
- *Excellent knowledge of and skills with computers, devices and digital learning options*
- *Able to work with a diverse/multicultural population; Bilingual in Spanish and/or Somali is desirable*
- *Responsible/flexible/patient/self-directed*
- *Good written and oral communication skills and time management skills*
- *Experience with Windows, Microsoft Office, internet, keyboarding, and able to learn databases*
- *Prior tutoring, teaching or training experience is preferred*

*Appropriate candidates may be considered to fill both the Digital Literacy Instructor position and the Bilingual ELL Class Program Specialist (10hr/wk), for a total of 20 hours per week.*

*All interested candidates should contact our office at 920-435-2474 for further information and/or email cover letter and resume to Robyn Hallet at [rhallet@literacygreenbay.org](mailto:rhallet@literacygreenbay.org).*