



EDUCATIONAL INSTRUCTION AND CURRICULUM COORDINATOR

The EIC Coordinator has a key role in growing a sustainable and successful program, responsible for supporting our instructors in implementing new and innovative coding curriculum, aligning new and existing curriculum to state and national standards, instructing at after school clubs and camps and testing lesson plans in the classroom. Assist with training instructors on best practices in instruction and classroom management. In addition, the Lead position will develop and teach new and innovative TEKS-aligned teacher professional development workshops.

You'll work closely with the Educational Programs Manager and be responsible for Youth Code Jam curriculum development. Relationship building is a top priority at all times, attending to the needs and requests of instructors, program participants, volunteers, and all people associated with Youth Code Jam in a courteous and friendly manner.

SPECIFIC DUTIES

- Develop coding activities and modules for workshops, camps, clubs and jams
- Lead Instructor at after school programs (clubs, camps, etc.)
- Help train instructors on best practices in instruction and classroom management
- Align all activities and curriculum to the TEKS
- Attend and teach workshops, camps, after school clubs and other programs
- Evaluate programs and make recommendations for improvement
- Stay informed and up-to-date on major trends in computer science, computer science education and after school programming
- Ensure Youth Code Jam values are included in curriculum
- Participate in Youth Code Jam special events
- Assist in special projects and activities as required by supervisor

EDUCATION AND WORK EXPERIENCE

- Bachelor's degree from an accredited college or university preferred
- Texas Educators Certificate, highly recommended. CS Certification, preferred.
- Technical knowledge in a variety of programming languages and physical computing devices
- Two or more years of professional experience is preferred
- Direct experience in classroom management, teaching and supervising staff is preferred
- Experience in interpreting national and state standards

POSITION REQUIREMENTS:

- Deep passion to broaden participation in STEM and computer science through high-quality, playful learning experiences.
- Experience serving communities with an equity-focused frame of reference
- Able to apply knowledge of education and instructional theories, methodologies, techniques, and principles
- Creativity and a sense of fun and whimsy
- Demonstrated sufficient maturity and judgment to function in crisis and present a professional demeanor under a variety of conditions. Demonstrated professionalism, ethics and accountability.
- Goal oriented and self-directed
- Commitment to high standards of excellence
- Strong communication, computer and problem-solving skills
- Ability to take direction and work well with others
- Must assume responsibility for accuracy and timeliness of work product
- Reliable transportation and willingness to commute to various San Antonio area locations
- Ability to speak effectively before groups of students, teachers, parents, and community members
- Must maintain a current drivers' license. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.
- Willingness to work evenings, weekends, and holidays as needed to meet deadlines and deliver programs
- Ability to lift at least 20 lbs.

HOURS:

- 15-20 part-time; 32-40 full time
- Youth Code Jam regular office hours are 9 am to 5 pm, Monday through Friday. During the school year clubs and camps typically run before and after school hours, September through May, and all day during the summer hours, June through August. Employees are expected to arrive 30-60 minutes before the start of each program, and stay on-site at the end of the session and the room and equipment are secured.

COMPENSATION:

- \$20-\$25/hour, depending on experience and level of education

All employees must pass a Criminal Background Check and Child Protection Training.

Youth Code Jam is an Equal Opportunity Employer.

TO APPLY: Complete our [job application](#), attach a resume and email to brooke@youthcodejam.org