

University College Pre-College Programs Program Instructor - Coding Academy

Position Overview

The Tufts Pre-College team is currently seeking a Program Instructor for our 2-week coding program: our Coding Academy Summer Intensive, offered by Tufts' University College to rising High School juniors, seniors, and graduating seniors. The Coding Academy will enable students to begin to master the skills necessary to build interactive applications (using Python) that solve real world problems, regardless of initial skill level. Coding Academy will offer two sections: Coding 101 and Coding 201. Students will have the opportunity to opt into Coding 201, prior to program start or after the first day, if they have previous coding experience. The mornings will begin with lectures separated by section and afternoons will unite both sections for joint skills building workshops, TechTreks, and app development time. Students will have the opportunity to visit local tech companies ("Tech Treks"), supplementing in-class instruction and introducing students to the vast array of career paths available in the ever-expanding world of technology.

Time Commitment

Coding Academy will take place for 2 weeks during the summer from July 9th to July 21st, 2023. The Program Instructor can expect to work an average of 2-3 hours per week upon hire during the spring semester for pre-program planning, with full time hours during the 2-week summer program.

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| Program Planning: | 2-3 hours/week February-June (flexible days/times) |
| Program Dates: | July 9th to July 21st, 2023 (2 weeks) |
| Program Hours: | Monday-Friday 9am-5pm |

Compensation

The total compensation for the Coding Academy Program Instructor position, inclusive of all planning and program time, is \$6,050 compensation (standard summer instructor rate).

Responsibilities

As a Program Instructor, your duties include, but are not limited to:

- *Hiring/Payroll*
 - Identify guest speakers, recruit and hire TAs
- *Program Preparation*
 - In coordination with the instructor, places students into TA groups, set-up Canvas, classroom sessions, other resources as needed

- *Program Planning*
 - Develops and refines Coding Academy curriculum, syllabus, and block schedule
 - Designs summer program schedule, including Tech Treks (3-4 trips), as well as any opening and closing activities, in coordinator with the Program Lead and Instructors
- *Operations*
 - Leads and instructs a group of students in an in-person instructional setting, maintaining high standards for behavior and safety from July 9th - July 21st, 2023
 - Attends all program events from July 9th - July 21st, 2023
 - Plans final project for students prior to program start with support of Program Lead and other instructors
 - Assists students who are struggling with course content and proactively supports them as needed
 - Serves as a positive adult role model for members in the program through appropriate dress, speech, attitude, and courtesy
 - Evaluates program daily and suggests improvements, needs, hazards and recurring trends to Program Lead for further evaluation
 - Demonstrates reliability and punctuality by arriving on-time for all scheduled activities
 - Ensures student attendance is monitored during programming, reporting on attendance to guarantee that proper safety procedures are followed
 - Submits final grades in a timely manner in accordance with Tufts University deadlines
 - Other duties as needed

Qualifications

Required:

- Must be able to instruct students of varying skill and experience levels in multiple programs based on interest and ability
- Must demonstrate responsibility, a desire to help others, discretion, and flexibility
- Ability to work with students of diverse ethnic backgrounds, academic profiles, and skill levels
- Knowledge and ability to instruct students in coding languages (Python)



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- Strong interpersonal, communication, organizational, and customer service skills (written and verbal)
- Adept critical thinking, process development, and operationalization. Strong attention to detail
- Excellent project management skills, prioritization abilities and navigation of tight deadlines
- Proficiency with Microsoft Office Suite
- Passion for learning and education

Preferred:

- Computer/Engineering/STEM/Education related majors or relevant experience
- Experience teaching high school or undergraduate students in coding and/or programming
- Familiarity with popular programming languages (Python, JavaScript, C++, C#, HTML/CSS)
- Game, web and/or app development experience using languages such as Swift and/or Blockly