



## Job Description

### Network Plus Instructor (Part-time)

#### About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is an accredited, private non-profit school, which offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work.

#### About the Position

JobTrain seeks a dynamic instructor to teach networking and prepare students for the CompTIA Network Plus certificate. You'll help create the curriculum and teach the class to up to 20 students. The students will have completed our initial IT Service and Support class (or equivalent) and be motivated to deepen their technical understanding of networks. The more real-world experience you bring to the class, the more prepared the students will be to advance their careers. You'll work closely with a passionate group of instructors and counselors dedicated to making a difference in the lives of students.

This is a part-time position with somewhat flexible hours. The class will be in the evening or on weekends (exact hours to be determined). Due to Covid-19 restrictions, the class will be entirely online.

#### Responsibilities

- Curriculum: Update and refine the course curriculum based on employer needs. This could include creating supplemental projects to bring hands on experience and real-world situations into the classroom.
- Teaching: Teach the class. Create a dynamic and collaborative classroom community
- Student support: Evaluate students in a manner that provides constructive feedback to motivate students to be successful
- Admissions: Assist in the interviewing and assessment of prospective students

#### Skills and Experience

- Able to refine a curriculum and lesson plans based on the certification test and employers' needs. Make good use of online resources
- Have fluency in advanced networking, including networking infrastructure, operating systems, servers and hardware installation, as well as a working knowledge of Windows, Mac OS and iOS, and Linux operating systems.
- Have previous experience teaching technical topics, through -for example- a course, workshop or team training
- Able to adjust classroom activities to meet the learning needs of all levels of students
- Excellent relationship management skills
- Great empathy and the ability to understand students' motivation
- Real world experience in high tech is preferred

Education: A bachelor's degree or equivalent work experience.

Experience: Applicants should have at least two years of work experience in positions related to the subject matter. Previous teaching experience is strongly preferred but not required.

#### Compensation and benefits

JobTrain offers a competitive salary; medical, dental, vision, and chiropractic/acupuncture; a 403(b)-retirement plan with company match; paid Holidays; and paid time off.

December 2020

**How to Apply**

Interested candidates should submit a résumé and cover letter to [info@Jobtrainworks.org](mailto:info@Jobtrainworks.org). The position is now open and applications will be accepted until the position is filled. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). JobTrain may require the successful candidate to undergo a background check before employment is offered. JobTrain is an equal opportunity employer.

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JobTrain is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, physical or mental disability or national origin. Culturally and racially diverse or individuals with lived experience applicants encouraged to apply. Please let us know if you need accommodations or auxiliary aids for the interview process.