



Digital Skills Lab Instructor

Wage: \$12/hour; 6 hours/week

Schedule: T 5 – 7:30 pm, W 10 – 11:30 am,
Th 3 – 4:30 pm + prep time

Duties and responsibilities:

Project Read is a non-profit adult literacy program that offers individualized basic skills instruction to adult students by trained volunteer tutors. The Project Read Digital Skills Lab Instructor is responsible for preparing and teaching a weekly Digital Skills Labs. The Project Read Digital Skills Lab Instructor fulfills these responsibilities by doing the following:

1. Implement policies and procedures set by the director and the Board of Trustees;
2. Conduct small group tutoring sessions in digital literacy using the Northstar Curriculum (including essential computer skills, essential software skills, and using technology in daily life);
3. Acquire knowledge of selected topics in learning theory and pedagogy and bring this knowledge to bear in tutorial settings;
4. Acquire knowledge of study skills and strategies and assist students in improving their own learning and study skills;
5. Create atmosphere of mutual trust and support;
6. Work and communicate effectively with students of all skill levels, Project Read tutors, and Project Read staff;
7. Exhibit a helpful attitude toward all students, tutors, and staff;
8. Provide information for reports.

Qualifications:

The Project Read Digital Skills Lab Instructor will have the ability to:

- Assess digital and general literacy needs of students.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Maintain the confidentiality and security of sensitive information.
- Manage a flexible work schedule to provide optimum service.
- Be a positive representative for Project Read.
- Model effective instructional strategies for literacy instruction.
- Model and teach effective assessment techniques.

Training & Experience:

- A bachelor's degree.
- Experience teaching digital literacy to beginning students.

Additional information:

- Please send a resume and cover letter to shauna@projectreadutah.org.
- For more information, please contact Shauna K. Brown, Project Read Executive Director.



Provo Library ~ 550 N. University Avenue # 215, Provo, Utah 84601

PHONE 801.448.READ(7323) ~ FAX 801.852.7663

Email: info@projectreadutah.org ~ www.projectreadutah.org

