Careers in Code

Instructor - Job Description

JOB TYPE: Part time, Remote first, contractor (16-20 hours / week)
PAID: $65/hour

ABOUT HACK UPSTATE

At Hack Upstate, we work to advance Upstate NY's technology community. In pursuit, we [organize hackathons](#), operate a [coding bootcamp](#), offer web and mobile development classes, facilitate talks and lectures, and ultimately help align upstate tech talent with promising employment opportunities. To date, we've built a growing network comprised of thousands of Upstate NY technologists.

ABOUT CAREERS IN CODE

Careers in Code teaches computer programming to women & minorities to help fight poverty in CNY and provide them with the technical skills they need to obtain internships and full-time software development jobs with local employers after 24 weeks of instruction. You can learn more about Careers in Code [here](#).

ABOUT THE ROLE

We're looking for first-rate instructors to help support our Careers in Code bootcamp by helping to **teach our students the fundamental skills they'll need to obtain internship and entry-level positions and be successful as a software developer**.

Our instructors are willing to do whatever it takes to help support our students in their journey as they become a software developer. This includes (but not limited to): creating prep work, lesson plans, projects, assignments, code challenges, homework, office hours, etc.

WHERE AND WHEN YOU'LL WORK

Classes will take place 5:30pm - 8:30pm, Monday-Thursday, both virtually and on-site. Ideally, you'll be based in or around Syracuse, NY.

The average time dedication is 16-20 hours for a given week you'll be teaching, that consists of the following:
- In-class time (12 hours per week)
- Prep work (4-6 hours per week)
- Office hours (1-2 hours per week)
- Grading (1-3 hours per week)
- 1:1 time (1-3 hours per week)

You may need to put in hours occasionally on the weekends and after normal work hours given that our class is 5:30pm - 8:30pm and many of our students have full-time jobs during normal working hours (9am-5pm).

FEEDBACK

We're constantly looking to improve our program and the feedback from our community has been integral to our success. You must be comfortable to suggest new ideas, questions, comments, or concerns that help improve the quality of the program and you understand that there are always opportunities for improvement. We're always open to experimentation in pursuit of creating the best possible experience for our students.

INSTRUCTOR ADMISSIONS PROCESS
Here's what you can expect in the admissions process for instructors.

DUTIES AND RESPONSIBILITIES
- **Teach our students the fundamental skills they'll need to obtain internship and entry-level positions and be successful as a software developer**
- Develop the curriculum by ensuring that content covers key objectives listed in the syllabus
- Create lesson plans, projects, assignments, code challenges, and exercises
- Create relevant prep work for students to complete (i.e. content you've created yourself, readings, blog posts, videos,etc)
- Share relevant content you've created with our instructors for feedback and review
- Uploaded relevant coding exercises to the classroom Github repository
- Submit all relevant content (slides, outlines, documents, exercise, etc) to our Learning Management System (Canvas)
- Grade assignments that students submit through our LMS
- Strive for the first half of class to be lecture styled and the second half of class hands on collaborative coding
- Answer questions that students have before, during, and after classes
- Communicated lesson plans to the teaching assistant for the week and let them know how they can help support instruction
- Teach classes for at least 1 week
- Review relevant feedback survey results (daily and weekly instructor and student feedback)
- Monitor student participation and performance
- Submit a weekly progress report of each student
- Hold office hours with students outside of normal class times (weekends, Fridays, etc.)
- Hold 1-1 sessions with students that need additional support
- Deliver instruction both virtually (Zoom) and on-site
- Ensure smooth transitions between instructors by scheduling handoff meetings with instructors before and after your week of teaching
- Provide the team with ongoing feedback

EXTRA AWESOME, IF YOU...
- Have prior teaching experience as an instructor or teaching assistant
- Have a strong technical background in software development
- Have experience working with modern development tools
- Have experience using the Google software suite
- Have experience using an LMS such as Google Classroom or Canvas
- Are willing to work with a small team in which you are constantly providing feedback to improve the program
- Have prior experience with coding bootcamps or similar programs
- Understand current employer needs in Central and Upstate New York

APPLY IF...
- You love working with people and you want to make a difference in CNY's economic future
- You write really, really well, and enjoy opportunities to grow as a writer every day
- You take pride in your excellent verbal communication & are energized by interacting with people
- You're remarkably detail oriented; checklists are your friend

- You're strikingly patient and have strong time management and organizational skills
- You collaborate well, and can thrive virtually with a remote-first distributed team
- You can take complex ideas, break them down and relay them as concise pieces of digestible information
- You're excited about developer evangelism and hacker culture
- You love solving challenging problems
- You can capably and successfully maneuver about dynamic and complex social situations
- You know what it takes to build and grow a community
- You thrive when positioned to help people
- You appreciate and understand the value of listening
- You have empathetic sensibilities, value character, integrity and "doing the right thing"
- You have a profoundly rich appreciation for your time, and invest it in pursuits of which you care deeply