



## Microsoft Office Instructor

Part-time

Washington, DC, US

Requisition ID: 1014

**Salary Range:** \$40.00 To \$60.00 (USD) Hourly

**\*\*Join Our Team as an Microsoft Office Suite Instructor\*\***

We're actively searching for a dynamic and innovative MOS Instructor to become part of our team. The perfect candidate will have a deep understanding of both industry standards and practical application knowledge, be an experienced instructor of adult learners with cultural competency. We seek someone who can bring innovative solutions to the table while wholeheartedly embracing our mission.

If you are driven to make a real difference in the lives of adult learners and have the skills and dedication to thrive in a fast-paced, mission-driven environment, we encourage you to apply.

Join us at Community College Preparatory Academy, where you can help shape the future of adult education and transform lives through learning.

### Job Overview

The MOS Instructor, situated within the Academics & Training (A&T) Unit, adopts a facilitative approach, positioning themselves as a supportive guide rather than a primary lecturer. They adeptly engage with academic and occupation-based content using a blend of andragogy and pedagogy methods, catering to the diverse learning styles of approximately 25-30 participants per 90-minute session. Collaborating as co-facilitators, they deliver both adult basic education and industry-specific training, equipping learners to excel in academic assessments and certification exams. The MOS Facilitator fulfills four core responsibilities: Facilitating Learning, Managing Learning, Fostering Student Engagement, and Cultivating Organizational Engagement.

### Duties and Responsibilities

### **Facilitating Learning:**

Utilize a variety of instructional methods, such as lectures, discussions, hands-on activities, and multimedia presentations, to cater to different learning styles among the learners.

Incorporate real-world examples and case studies to illustrate theoretical concepts and make the learning experience more practical and engaging.

Encourage active participation and collaboration among learners, fostering a supportive learning environment where everyone feels comfortable expressing their ideas and asking questions.

Provide timely and constructive feedback to learners to help them track their progress and address any areas needing improvement.

### **Managing Learning:**

Develop a structured curriculum that aligns with the learning objectives and certification requirements, providing clear guidelines and expectations for the learners.

Establish a schedule and timeline for each class session, ensuring that all necessary topics are covered within the allotted time frame.

Monitor the progress of individual learners and provide additional support or resources as needed to ensure everyone stays on track.

Stay organized with administrative tasks such as attendance tracking, grading assignments, and maintaining records of learner achievements.

### **Student Engagement:**

Create a supportive and inclusive learning environment where all learners feel valued and respected, fostering a sense of belonging and motivation to participate actively.

Encourage peer-to-peer interaction and collaboration through group activities, discussions, and projects, promoting teamwork and mutual support.

Incorporate interactive elements into the curriculum, such as quizzes, games, and simulations, to make the learning experience more engaging and enjoyable.

Regularly solicit feedback from learners to understand their needs and preferences, adjusting the teaching approach accordingly to enhance their overall experience.

## **Organizational Engagement:**

Collaborate with other facilitators and stakeholders within the organization to share best practices, resources, and insights to continuously improve the quality of instruction and learner outcomes.

Stay updated on industry trends, technological advancements, and regulatory changes related to HVAC systems and certification requirements, incorporating relevant updates into the curriculum.

Actively participate in professional development opportunities, such as workshops, conferences, and webinars, to expand knowledge and skills in teaching methodologies and subject matter expertise.

Foster a culture of continuous learning and improvement within the organization, encouraging both facilitators and learners to strive for excellence in their respective roles.

## **Qualifications**

### **Minimum Qualifications:**

1. Must have current qualifications as a Microsoft certified professional with demonstrated ability to teach the entire suite of offerings.
2. Prior experience teaching within the content area applied for within an alternative setting
3. Must be able to build and maintain collaborative working relationships with a diverse population of students and staff
4. Must be able to respectfully ask tough questions, as well as give and receive critical feedback to grow as a staff member and serve as a model for students
5. Must be a lifelong learner with a growth mindset and an unwavering commitment to student success
6. 3-5 years of experience

## **Abilities**

Adapting learning plans based on students' evolving mastery of the course material.

Collaborating with colleagues across departments to provide wraparound and holistic support for students.

## **Working Conditions**

This is an in-person position based in Washington, D.C. 5pm-9:00 pm Monday - Thursday

### **Physical Requirements**

Able to stand for extended periods of time.

Able to perform repetitive tasks with few breaks.

### **Direct Reports**

None

**Community College Preparatory Academy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**