Job Title	Teaching Assistant - Web Development
PVN ID	BM-2201-004485
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	28.00-35.00
Closing Date	Mar 22, 2022 (Or Until Filled)

General Description

Borough of Manhattan Community College (BMCC) Center for Continuing Education has partnered with Generation USA to offer a pilot course in Web Development to train unemployed/underemployed individuals in becoming Jr. Web Developers.

We are seeking a part-time professional Teacher Assistant (TA) to support the Lead Web Development instructor to teach a contractual daytime Web Development course. The course will operate from Monday through Friday, fully online from 9-5 pm.

As a part -time TA, the incumbent will be responsible for providing quality support instruction to students by ensuring student satisfaction through the classroom or laboratory setting according to the program objectives, and must be able to deliver and support the lead instructor on a virtual platform.

This is a great opportunity for candidates with a strong Web Design background and education to be able to assist the Lead Instructor with the responsibilities outlined below. If you possess the required skills and knowledge, BMCC Continuing Education is looking for you!

Other Duties

Essential Responsibilities:

- Discuss assigned duties with Lead Instructor to coordinate instructional efforts
- Assist Lead Instructor with supervision of class
- Assign resources to students based upon deficiencies in skill competencies
- Tutor and assist students individually or in small groups to help them master assignments and to reinforce learning concepts presented by Lead Instructor.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices (when applicable)

- Observe students' performance, and record relevant data to assess progress
- Distribute teaching materials to students
- Distribute tests and homework assignments, and collect them when they are completed
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers
- Ability to establish and maintain effective working relationships
- Follow all rules, policies and procedures outlined by The Borough of Manhattan Community College.
- Enforce ACE administration policies and rules governing students
- Comfortable teaching groups in break out rooms
- Contributes to program outcomes by accomplishing related duties and responsibilities as requested by the Lead Instructor.

Qualifications

- Two to three years of industry experience and/or educational experience in Web Development/Front End Development/Full Stack Web Development or Computer Science.
- Comfortable with communicating to large and small groups of people and have a desire to coach and guide learners in an empathetic manner.
- Prepared to share personal insight in the industry and IT profession with students
- Passion for inspiring diverse groups of learners and genuinely want to help your group of learners acquire technical skills, behavioral skills, mindsets and employment coaching that will make them valuable employees in the tech sector.