



# Computers for Youth

We Bring Learning Home

**Position:** Master Teacher  
**Job Type:** **Part-Time:** Saturdays during the school year  
**Location:** New York City  
**Start Date:** September 2007

## ABOUT COMPUTERS FOR YOUTH

Computers for Youth (CFY), a national non-profit organization, is the leader in improving the home learning environment for low-income middle school children. We select public schools with high poverty statistics and then offer all the sixth graders and their parents a free computer-based *home learning center*, which they are taught to use at our Saturday Family Learning Workshops before taking it home. Our *home learning centers* come with Internet access, award-winning educational software and tailored web content. Our supplementary programs increase parental involvement in their children's education and train teachers to strengthen the home-school connection. CFY is one of the largest non-profits of its kind; with operations in three cities and over 10,000 families served since operations began in 1999. CFY's expansion objectives are ambitious: by 2010 our goal is to operate in five cities, serving almost 10,000 students annually, and to support affiliates in each of the 50 U.S. states. CFY has begun drawing upon its programmatic experience and research findings to influence policy at the local and national level. For more information, please visit [www.cfy.org](http://www.cfy.org).

## POSITION DESCRIPTION

CFY Master Teachers are responsible for teaching low-income families how to effectively use their CFY home learning center to strengthen core academic skills. On training days Master Teachers teach two three-hour workshops, with up to fifteen families per workshop.

CFY provides all new Master Teachers with in-depth training, including an opportunity to observe current Master Teachers and co-teach a workshop prior to assuming sole responsibility for a workshop. Master Teachers receive ongoing coaching and feedback from CFY staff, and from fellow Master Teachers, in order to ensure high-quality teaching at all times.

The time commitment for Saturday training is approximately 8 hours (8:30am – 4:30pm), including prep time, teaching time, and lunch – all of which is paid. CFY partner schools are located in New York City Atlanta; training locations vary throughout the year. Though this is a part-time position, Master Teachers will have the opportunity to work a minimum of 50% or more Saturday workshops per school year.

## KEY RESPONSIBILITIES

CFY Master Teachers are responsible for:

- Following CFY's curriculum and workshop pacing guide.
- Maintaining control and flow of the workshop at all times.
- Utilizing volunteer teaching assistants through active engagement to support and assist families throughout workshop.
- Creating a safe, inviting and motivating classroom environment.
- Ensuring that families leave the workshop
  - Knowing how to set up their computer.
  - Able to use the educational software provided.
  - Ready to improve their home learning environment.
- Representing CFY in a professional manner at all times.
- Working with CFY staff to continuously improve the CFY curriculum.
- Coaching fellow Master Teachers and helping to train new Master Teachers.

### QUALIFICATIONS

- Commitment to CFY's goals and mission.
- Experience working with CFY's target population.
- Excellent interpersonal and oral communication skills and high levels of confidence as a public speaker/presenter.
- Some prior teaching or training experience; classroom teaching experience preferred but not required.
- Proficiency and comfort in using basic computer functions, including setup, MS Office applications, and the Internet.
- Ability to clearly communicate technical information about computer and software use to a non-technical audience.
- Availability on Saturdays.
- Proficiency in Spanish and other languages a plus.
- HS diploma required; BA or BS preferred.

### COMPENSATION

- \$20-\$30 per hour (\$160 - \$240 per Saturday), depending on experience and teaching certification.

**TO APPLY:** Please send a resume and cover letter to [jobs@cfy.org](mailto:jobs@cfy.org) using the following conventions:

**Subject line:** ATL Master Teacher

**Cover Letter:** yourfirstname\_yourlastname\_coverletter.doc

**Resume:** yourfirstname\_yourlastname\_resume.doc

Your cover letter should answer the following questions:

1. Where did you learn about this position?

2. What makes you an exceptional candidate for this particular position?
3. What experiences have you had working with children and computers?
4. What would you like to gain from this experience?

We will ONLY accept materials via email. Applications for **Fall/Winter 2007** positions will be accepted until **October 31, 2007**, all applications after November 1<sup>st</sup> will be reviewed on an ongoing basis.

*Computers for Youth is an equal opportunity employer and welcomes candidates from diverse backgrounds.*