



CSF Computer Coding Workshops ~ Instructor Application Form ~

Application Deadline: positions open until filled

Workshop Dates: Each Saturday (9:00 am to noon) – twice per year

Spring offering: Early January - end March

Fall offering: Mid September - mid December

INSTRUCTIONS

1. Please first review “What Coding Workshop Instructor Candidates Should Know” (page 3 of this document)
2. The application is provided in WORD format. Please complete the form electronically only.
3. Attach your resume.
4. Attach your transcript if you do not have at least a Bachelor’s degree in a STEM discipline
5. E-mail your application and materials to csfhdq@gmail.com with the subject line “**CSF Computer Coding Workshop - Instructor Application**”.

Please indicate the level of coding you are interested in teaching. Rank preferences with numbers, “1” being the highest.

Coding Level I (html, mobile apps) Coding Level II (python, microcontrollers, etc)

Name:		E-mail:	
Address:		City, Postal Code:	Skype Name:
Phone:	Date of Birth (dd/mm/yy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship:			
I am currently a: <input type="checkbox"/> Professor <input type="checkbox"/> Lecturer <input type="checkbox"/> Post Grad. Student <input type="checkbox"/> High School Teacher <input type="checkbox"/> Other (Please specify)			
Undergraduate University/College:		Major: Minor (if applicable):	
Graduate University/College:		Degree: Major:	
Current Employer:	Employer Address:	Employer Phone:	

Comment on your specific experience in coding or software/firmware

OTHER TEACHING EXPERIENCE

Have you ever taught STEM subjects other than computer programming before? If so, please elaborate, and then in the Table below, specifically list university or high school courses you have taught in STEM. Use course names instead of numbers.

--

Name of University/School	Course Name	Student Level	Your Role	Term/Year

OTHER JOBS HELD (most recent position first)

Dates Employed From:	Company:	Title:
Dates Employed From:	Company:	Title:
Dates Employed From:	Company:	Title:

REFERENCES

Name:	Phone #: e-mail:	Relationship/Association:
Name:	Phone #: e-mail:	Relationship/Association:

EMERGENCY CONTACT INFO

Name:	Relationship:
Daytime Phone #: E-mail:	Cell Phone #: Address:

By providing my signature below, I accept the following statements:

- I have read “What Coding Workshop Instructor Candidates Should Know”
- I will be present every Saturday at the Workshop duration the Workshop period (except for emergencies)
- I recognize that all CSF staff members and Instructors are subject to background checks.

Applicant Signature: _____ Date: _____

What Coding Workshop Instructor Candidates Should Know

The CSF Coding Workshops will attract some of the most enthusiastic Caribbean people with interests in Science, Technology, Engineering and Math (STEM). Therefore, we are looking for highly qualified, enthusiastic, and talented Instructors to teach these extremely motivated students. In these Workshops, each student will be challenged outside his/her comfort zone, and we will be expecting and encouraging them to think and act creatively and innovatively in their software design. The number of students in each Workshop is not expected to exceed 25.

Our goal is to provide key experiences for them that will help as they move forward into the workplace or university and beyond. **The CSF philosophy is that the student is the customer and we (the Instructors, Facilitators, Coaches, Administrators and Staff) are simply the provider of services.** If you do not agree with this philosophy, please do not apply. Preference will be given to Instructors who are available for all 3 months (3 hours each Saturday) of the Workshop.

Should you be invited to become an Instructor, you will be expected to sign an engagement contract, and a modest stipend will be paid. Below is a brief list of the responsibilities of the Instructors, which will be included in the contract.

RESPONSIBILITIES OF INSTRUCTORS

Instructors are expected to:

- Attend all training sessions which will take place over two Saturdays before the Workshop starts.
- **Ensure the safety and well-being of the students at all times**
- Attend classes with prepared lessons and materials appropriate for active teaching and learning. The Head Instructor must be notified in advance about any absences.
- Create an open and positive learning environment that encourages students to ask questions and to be active participants.
- **Discourage rote learning, encourage critical and analytical thinking, and make sure each student gains mastery of the fundamentals.**
- **Create a safe and comfortable environment where students are encouraged to ask any and all questions.**
- **Prepare additional, more complex and challenging assignments for students who are ahead of the pack.**
- Be available every Saturday at the Workshop site for the duration of the Workshop. Also be available for students to ask questions by phone or e-mail about the course concepts on weekdays.
- Use effective forms of communication to discuss individual problems that students may be facing.
- Provide students with emotional support and encouragement.
- Attend regular staff meetings by Webex with the Workshop Planning Committee
- Complete final student evaluations and final surveys on time at the end of the term
- Submit all your course materials by the end of the term to the CSF headquarters.

IMPORTANT FINAL NOTE

This job requires true commitment to the students, but it is also lots of fun and can be a most rewarding experience! Instructors will be asked to meet (virtually if necessary) a couple of times before the Workshop starts to clarify roles and responsibilities, and to make sure everything is prepared and ready for the first day of classes.