



CSF Computer Coding Workshops ~ Instructor & Teaching Assistant Application Form ~

Application Deadline: Positions open until filled. APPLY NOW!

Workshop Dates: July 17, 2021 to August 28, 2021

Classes meet 3 times per week: Saturdays 9 am to noon, and Tuesdays and Thursdays 6 pm to 8 pm

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/TA Application**”.

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

CCW.001 Introduction to Website Development (html, CSS, JavaScript, PHP)

CCW.002 Introduction to Programming in Python (from basics to videogames)

Desired Teaching Role: Instructor Teaching Assistant

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 teaching 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.

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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 and Teaching Assistant Candidates Should Know”
- I will be present at every Workshop class during 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 and Teaching Assistant 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 and Teaching Assistants 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 and teaching Assistants who are available for the entire period of the Workshop.

Should you be invited to become an Instructor or Teaching Assistant, you will be expected to sign an engagement contract. 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 and planning sessions some of which will take place 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.
- **Discourage rote learning, but encourage critical and analytical thinking, and make sure each student gains mastery of the fundamentals.**
- **Create an open, positive, and comfortable learning environment that encourages students to ask any question and to be active participants.**
- **Prepare additional, more complex and challenging assignments for students who are ahead of the pack.**
- Be available 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 (office hours).
- Use effective forms of communication to discuss individual problems that students may be facing.
- Provide students with emotional support and encouragement.
- Attend weekly staff meetings by Zoom 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 and Tas will be asked to meet (virtually) 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.