

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

<u>POSITION:</u>	<u>English Digital Literacy Instructor</u>	#J2024 – 0028 Posted 11/14/24
<u>DEPARTMENT:</u>	Council on Aging	Posting Removal: 11/28/24
<u>HOURS OF WORK:</u>	Part-time (2 hours/Week) (Grant Funded)	
<u>SALARY:</u>	\$50 per class (Non-Union) This is a contract non-benefited position	

BASIC FUNCTION:

Digital literacy teachers instruct senior participants in the practice of basic computer usage. They teach senior participants in their first language. They prepare the students with knowledge of basic internet training, setting up e-mails, internet safety, telehealth tutorials, digital news, and QR codes for the Medford Senior Center.

SUPERVISION: Works under the direction of the Director of Elder Affairs.

KEY RESPONSIBILITIES:

- Design and implement a digital literacy curriculum that covers foundational concepts, digital citizenship, online safety, and emerging technologies.
- Integrate digital tools, software, and platforms into lessons to enhance learning and provide practical experiences.
- Educate students about online safety, responsible digital behavior, and ethical considerations when using the internet.
- Foster critical thinking skills to help students evaluate digital content, discern reliable sources, and analyze information.
- Teach effective and responsible communication in digital formats, including emails, messaging, and social media.
- Raise awareness about cybersecurity risks and best practices for protecting personal information online.
- Evaluate students' digital literacy skills through assessments, projects, and practical exercises.

EDUCATIONAL / EXPERIENCE REQUIREMENTS:

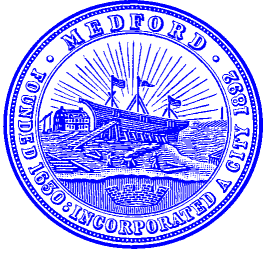
Minimum Qualifications: Background teaching digital literacy, with at least one year of teaching experience. References and a copy of the certificate are required.

Knowledge: Knowledge of various art styles and methodologies from beginner to advanced level.

Skills: Good communication skills with a diverse student population.

Abilities: Ability to appropriately communicate with elderly residents and those with special needs.

Hours/Benefits: Remuneration is \$50.00 per hour. This is a contract position. Each instructor will have a contract for \$50.00 per hour with a maximum 40-hour contract total of \$2000.00. All classes will end by February 28, 2025. There are no benefits, implied or otherwise, inherent with employment, other than those listed above. Day and Time of classes will be discussed with the Director of the Council on Aging.



Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.