



Part-time Digital Literacy Teacher
Hourly \$35.55
20-25 hours/week

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and bookmobile service. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services.

Edison Public Library is seeking a dedicated and experienced Part-Time Digital Literacy instructor to join our team. This position is designed to assist students of all ages and skill levels in enhancing their digital literacy skills. The ideal candidate will have a strong background in technology, exceptional teaching skills, and a passion for helping students improve their digital skills for professional or personal purposes.

This position reports to the Coordinator of Literacy Services.

Qualifications for a Successful Candidate:

- Proven experience in tutoring or teaching.
- Intermediate to advanced technology skills.
- Knowledge of emerging technologies and digital trends.
- High-level proficiency with programs such as Microsoft Office, Google, Video Conferencing and social media.

Responsibilities:

- Teach individual, small and large groups of students in gaining digital literacy acquisition skills; through in-person classes, workshops and one-on-one support.
- Implement engaging digital literacy lesson plans for adult learners, and teens/children as needed.
- Develop customized lesson plans based on individual student needs and proficiency levels.
- Utilize materials from the library and online sources to provide students with a well-rounded learning experience.

- Provide constructive feedback to students to support their learning progress.
- Collaborate with supervisor and colleagues to assess program success and adjust accordingly.
- Maintain records of teaching sessions and track students' progress.
- Assisting in the managed enrollment process to recruit students and maintain student records.
- Maintain accurate student attendance and monitor student absenteeism in a timely manner.
- Provide tech support to patrons within the library as needed (printing, copying, scanning, faxing, etc)

Knowledge and Abilities:

- Stay updated with current teaching methods and practices- as well as new technology/programs.
- Ability to foster a supportive, culturally responsive learning environment.
- Excellent written and verbal communication skills.
- Ability to provide constructive feedback and adapt teaching methods to individual student needs.
- Strong interpersonal skills and able to work in a collaborative environment.
- Ability to work effectively with a diverse population, in a multicultural setting.

Education:

- A degree, training and/or certificates in relevant digital areas
- A degree, training and/or certificates in teaching or tutoring

Hours:

Approximately 20-25 hours per week. Evening and weekend availability preferred.

Benefits:

Vacation: Five (5) days upon completion of six (6) months;

Sick: 2 hrs/month for first year, after one (1) year of services six (6) days with the expectation the employee will work the entire year;

Personal: 13 hrs/year pro-rated;

Holidays: paid (upon completion of one year);

Union eligibility

Please email the following three (3) REQUIRED documents:

(1) Cover Letter, (2) Resume and (3) Edison Public Library Employment Application (available at <https://edisonpubliclibrary.org/job-openings/>) to: hr@edisonpubliclibrary.org

The Library will only consider candidates who submit all required paperwork.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Only candidates under consideration will be contacted.

The selected candidate will be required to successfully pass a six month probationary period.

Pre-employment background check and drug test are required for Edison Township employees.

The Edison Public Library hires under NJDOP and EOE Guidelines.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.