

Facilitator - Part-Time, Contract

Job Description

Department: Programs

Reports To: Instructional Program Supervisor

FLSA status: Independent Contractor, Part-Time

Updated: 4/2/2025

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work with the organization's mission. CodeVA is committed to supporting learners and educators, building sustainable and collaborative communities, and employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other companies, government agencies, and partners who value the need for a computer science-ready workforce.

The Program Facilitator will deliver engaging professional learning sessions to teachers to ensure every Virginia student is Computer Science Ready. As a CodeVA facilitator, you will have the opportunity to engage with students and educators as both an educator and content specialist.

Job Responsibilities

- Facilitate CodeVA professional learning sessions, both in person and virtually, with fidelity to CodeVA's facilitation standards as outlined on the Facilitator Website
- Collaborate with other facilitators and CodeVA staff to deliver high-quality professional learning sessions that are responsive to each learner's unique needs; Adjust session pacing, agendas and learning activities to respond to these needs
- Maintain current knowledge of CS standards and regularly monitor the CS landscape for updates and changes

- Use survey data, observations and information from debrief and session conversations to develop and present high quality professional learning sessions
- Create an environment of respect and rapport by using a variety of strategies to make sure all participants have an opportunity to participate and be heard; Value the participants' social and cultural diversity and maintain a collaborative, active learning environment
- Communicate regularly with professional learning session attendees about logistics and content; Respond to participant communication in a timely manner, offering support and guidance as needed
- Work professionally with CodeVA staff and training team

Job Qualifications

- Licensed Virginia or other state Public School Teacher, with a minimum of five years classroom experience. Computer Science instruction experience is required.
- Experience conducting educator professional learning sessions in any field
- Completion of a CodeVA professional learning course is preferred
- Strong familiarity with the Virginia Computer Science Standards of Learning at the appropriate grade level
- A strong commitment to community service, in particular through public education

Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds