

**Notice of Filing of Application Under the US Department of Labor's
Permanent Labor Certification Program**

An application concerning the employment of one or more alien workers for the following permanent position will be filed with the US Department of Labor. This Notice of Filing will be posted for ten (10) consecutive business days, ending between 30 and 180 days before the filing of a permanent labor certification application.

Employer Name: Urban Ed, Inc.

Location of Employment: Urban Ed, Inc. | 2041 Martin Luther King Jr Ave., SE | Suite M-2
Washington DC 20020 | Email: rwilliams@UrbanEd.org; Subject: Attn Staffing

Position Title: IT Instructor – Network Associate (STEMAcad)

Brief Description:

The IT Instructor – Network Associate will execute Urban Ed's STEMAcad training and certification program to prepare community residents for various career pathways in the information technology (IT) field. S/he will train on technical certification content and provide real world scenario training with hands-on IT education simulations that are related to topics in IT support, networking, cybersecurity and emerging cloud technologies. Urban Ed has several innovative & industry approved tools in place to include on-the-job networking duties to support its instructional design and ensure its success with student outcomes. The ideal candidate must have experience with and comfortable delivering training in a hybrid format, both classroom and online.

S/he will have the capacity to do the following:

Training

- Conduct instructor-led training in a hybrid format
- Coordinate and administer e-learning courseware using the Cisco NetAcad and other platforms & e-learning tools of Urban Ed such as Adobe and uDemy
- Develop training materials to include: student guides, quick reference guides, job aides, and instructional videos as needed
- Maintain current training materials in accord to the IT industry and Urban Ed's protocols & update curriculum design to stay at the forefront of trends
- Ensure training effectiveness and outcomes by ensuring trainees secure global certifications

Program Management

- Evaluate participant performance and training delivery performance through ongoing feedback and surveys
- Develop and maintain strong classroom management policies and practices aligned with organizational policies and procedures
- Meet critical organizational deadlines and provide reports on the progress of training monthly
- Maintain efficient student and program record keeping on grades & attendance monthly within Urban Ed's LMS to include using Salesforce
- Monitor and implement adherence to student handbook policies and procedures
- Support the requirements of statewide educational licensure

Leadership

- Maintain in-depth knowledge of all IT content the instructor is responsible for teaching
- Maintain current credentials in all subject matter the instructor is responsible for teaching
- Stay abreast of IT trends and job demand and make recommendations on training courses offered by Urban Ed
- Participate in field-based IT projects at Urban Ed and with other partners that will enhance the trainer's knowledge base and keep him/her current with live corporate IT needs in networking, IT security, and cloud migration/integrations.

Urban Ed programs are grant/contract funded and therefore, maintaining high levels of training outcomes are REQUIRED.

Skills, Knowledge & Abilities we are looking for:

The successful candidate will require solid training/facilitation experience on IT support, Cisco & networking content and some field-based work experience. Exceptional communication and presentation skills and an ability to generate highly interactive and engaging training are a MUST. An understanding of adult learning methodology is also helpful. Candidates should be outgoing and comfortable working with diverse groups of people to include other IT instructors, associate trainers and those with limited education and experience. Specifically candidates should have:

- Excellent oral and written communication skills and interpersonal skills
- Excellent teaching and facilitation skills and a true desire to aid others in learning and securing global certifications to help them secure economic security & a long-term IT career
- Commitment to academic excellence, exceptional service, and providing a dynamic climate for lifelong learning
- Demonstrated ability to develop and implement instructional approaches and effective in the use of different technologies both classroom and online
- Ability to use effective strategies to engage students from diverse backgrounds in their learning and retain them through training completion

Preferred Experience & Qualifications:

- Candidate must be certified and must have teaching experience in minimum areas to include A+, CCNA, Network+ and Security+
- Cisco certified instructor in various CCNA courses and at least 3 years teaching experience
- CompTIA Certified Technical Trainer or capable of securing this certification within 180 days of hiring
- CompTIA CySA+ and CCNA CyberOps or CCNA Security desired, but Urban Ed will help the right *committed* candidate secure these certifications
- Interest in learning ServiceNow and Splunk also desired
- Field-based IT support and networking experience of at least 2 years preferred

Additional Training Duties:

Proficient with enterprise level Windows 8.1, Windows 10, Microsoft servers, Cisco switches & routers, and Office 2016 / Office 365 is also helpful for hands-on learning labs. Being familiar with Cisco Packet Tracer is also helpful.

Candidates should have some work experience in building & maintaining Cisco networks, help desk troubleshooting & ticketing systems, and working with servers & networked environments from migrations to the cloud to basic on-premises security implementation & maintenance. Candidates should also have a strong desire to learn and share knowledge with new IT recruits, to include:

- Assisting with the initial intake and assessment of new classroom participants that the instructor will be teaching
- Providing both classroom and online students with mentored support and guided syllabus tracking throughout their training
- Maintaining grades and attendance in Urban Ed's CRM/grading system
- Being a mentor and true support for student success providing ongoing encouragement, advice & gentle but stern support
- Stay abreast of IT trends and job demand and make recommendations on training courses enhancements offered by Urban Ed
- Helping to support a volunteer base of subject matter experts to support the active learning and real-world simulations

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, e-Verify employment check, and pre-employment drug screening as applicable for the position.

Days/Hours: Full-time, Monday – Friday, 9:00 am – 5:00 pm

Rate of Pay: \$26.00 to \$30.00 /hour

THIS NOTICE IS POSTED IN COMPLIANCE WITH 20 CFR 656.10(d) IN CONNECTION WITH THE FILING OF AN APPLICATION FOR PERMANENT ALIEN LABOR CERTIFICATION ON BEHALF OF ONE OR MORE ALIENS WITH THE US DEPARTMENT OF LABOR. ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THIS APPLICATION TO THE:

United States Department of Labor

Employment and Training Administration

Atlanta National Processing Center, Harris Tower

233 Peachtree Street, N.E., Suite 410

Atlanta, Georgia 30303


E-mail: plc.atlanta@dol.gov

Telephone: (404) 893-0101

FAX: (404) 893-4642

This Notice of Filing is being provided to workers in the place of intended employment by the following means: on premise posting and online postings via Urban Ed website & online job postings.

This notice was posted, unobstructed, in the usual places where notices are posted on the business premise, that is on the front entrance door, in the reception area and in the common area used by all employees in the break room from September 03, 2020 to September 18, 2020, which is at least 10 consecutive business days.



Violet Browne

Urban Ed, Inc.

Career Coach/Manager of Administration

Sep 01, 2020

This is a full-time position and Urban Ed seeks individuals with demonstrated energy and compassion for training, technology, and workforce development. Urban Ed programs are grant/contract funded and therefore, maintaining high levels of training outcomes are **REQUIRED**. Urban Ed offers competitive compensation.

Send training and IT experience vitae to:

Urban Ed, Inc.

Attn: Staffing | P.O. Box 15398 | Washington, DC 20003

rwilliams@urbaned.org

Apply online at:

[The Washington Post \(click this link\)](#)

Or

[Dice \(click this link\)](#)