

Base Camp Coding Academy

Director

Description

Base Camp Coding Academy is seeking a full-time instructor to join our growing program in Water Valley. The Director will be responsible for supporting student growth and development in technical training and career readiness, along with other administrative duties. The Director will place special emphasis on creating innovative learning opportunities that teach students life-skills and professionalism in real-world settings. This role will report directly to the Base Camp Executive Director.

Base Camp is setting new standards for alternative career preparation and our mission emphasizes transformative life opportunities for students through the attainment of gainful employment in the technology industry after graduation. We seek to complement our successes in technical skills growth with expanded development in communication skills and career readiness competencies to produce self-reliant graduates.

Candidates with experiences in career readiness, workforce development, writing education, non-profits, leadership coaching, programming education, and/or Title I schools are preferred.

Minimum Qualifications

- Ability to manage a classroom of recent high school graduates.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective, working relationships with students and staff.
- Strong organizational skills and attention to detail in digital communication.
- Capability to work independently and manage time effectively.
- Passion for technology and desire to learn or extend foundational skills of computer programming.

Responsibilities

Primary Areas of Responsibility

1. Achieve entry-level Professionalism and Community Competency in all Base Camp graduates.
2. Develop and grow the Base Camp professionalism and community curriculums.
3. Understand basic technical content and assist with technical instruction.
4. Maintain two annual schedules:
 - a. Granular breakdown of weekly and daily lessons, goals, projects, and outcomes of the full annual curriculum.
 - b. Medium level breakdown for students, to assist them in understanding their progress and what is coming over the horizon.

Institutional Responsibilities

- **Create, cultivate, and maintain a classroom culture of growth and inclusivity.**
- Manage daily classroom schedule.
- Lead instruction/delivery of Professionalism and Community curriculum.

- Provide regular individual coaching sessions for students.
- Manage Student Portfolios, Resumes, and interview preparation.
- Oversee student Leadership Projects
- Manage the Mentorship Programs
- Regularly facilitate team-building activities, both on and offsite.
- Work with the Executive Director to schedule field trips and guest speakers.
- Develop goals and projects that clearly represent student progress and achievement. Strive to remove subjective evaluations.
- Coordinate with the Senior Technical Director to facilitate the best pedagogical practices for student learning.
- Assist with in-classroom learning during technical blocks.
- Support vetting activities for Prospective Students.
- Assist in positive transition plans out of Base Camp for students when appropriate.
- Work with the Executive Director to develop and monitor weekly measurements of student success and learning in Technical, Professional, and Community areas.
- Support Monthly and Quarterly data collection for Evaluations and decision points.
- Discipline:
 - Assist in all fast-response needs.
 - Document infractions that warrant it.
 - Enforce medium-tier discipline.
 - Escalate to the Executive Director as necessary.
 - Develop and lead the enforcement of Corrective Action Plans.

Passing a basic background check will be required.

To apply, please send a copy of your resume and a cover letter to careers@basecampcodingacademy.org