**AWS re/Start Instructor Qualifications and Responsibilities**

**Purpose**

This document is intended to serve the as a guide for AWS re/Start Collaborating Organizations to conduct screening, selecting, and onboarding instructors to deliver the AWS re/Start program.

**Instructor Qualification Process**

The AWS re/Start Program Instructor is responsible for teaching the AWS re/Start curriculum over the course of the program, synchronously. Any exception to the standard, synchronous, full time delivery modality must be approved by the AWS re/Start team via a support ticket. The AWS re/Start program covers a broad range of technical subjects in addition to employability skills. The combination of technical and employability skills intends to support learners in the program outcome of employability. To ensure the instructors hired to deliver this program meet or exceed the bar needed for the program to be successful, several stages of instructor selection and onboarding phases have been identified.

Stage 1: Resume review

The AWS re/Start Collaborating Organization is responsible for screening the resumes for technical and delivery fit. The candidate should meet the “AWS re/Start Instructor teaching requirements” in *Appendix A*. It is preferable that the instructor has experience delivering courses to students with limited to no prior experience in Information Technology (IT). The instructor should also meet the “AWS re/Start Instructor additional requirements” in *Appendix B*.

If not all technical requirements to qualify as an instructor are met, but the individual is a good fit for the role after proper upskilling they may be candidates to become an Instructor in Training. This individual can be suitable to be considered in future for teaching AWS re/Start, once all criteria are met. It is responsibility of the individual (or the Collaborating Organization (CO) if the CO decides to invest in that individual) to work to fulfill all the requirements to become a fully qualified instructor. During upskilling, this individual will not be authorized to be involved in teaching any of the technical content of the curriculum.

Stage 2: Delivery, cultural and motivational screening

The candidate who successfully meets or exceeds the technical and teaching requirements outlined in Stage 1 should move forward to a phone screen or an in-person interview to meet with the AWS re/Start Collaborating Organization. It is also required for the AWS re/Start Collaborating Organization to look for cultural and motivational fit with the AWS re/Start program.

Stage 3: Technical screening

Upon meeting the requirements of Stage 2, the candidate is screened for technical competency. In this 1 hour in-person interview, the candidate will present a sample lesson for 20 minutes on the topics outlined in *Appendix A* followed by a 10 minutes’ Q&A session. Guidelines for this part of the process is listed in Appendix C.

**Note**: An AWS re/Start collaborating organization is expected to own Stage 3. However, if it does not have technical personnel with the ability to screen the candidate, a request can be made through a support ticket to lease an AWS technical resource to perform the technical screening in Stage 3. This request needs to be made at least 5 business days prior to the interview date, and the AWS re/Start Collaborating Organization is responsible for all communications and scheduling activities. A debrief call needs to be scheduled by the AWS re/Start Collaborating Organization with the AWS leased technical resource post interview.

Stage 4: Review and Approval by AWS

At this stage, the candidate’s CV and Certification credentials are reviewed and approved by the AWS re/Start Team, submitted by the Collaborating Organization to the AWS re/Start in the CO Portal via the Instructor Approval Form.

Stage 5: Offer and Onboarding

If approved by the AWS re/Start team, a candidate is deemed “AWS re/Start Program Instructor” and the Collaborating Organization (if the instructor is not already an employee) can complete the engagement with the Instructor (hiring or contracting). Furthermore, upon approval by the AWS re/Start team the instructor will be enrolled in the Instructor Preparedness Course in Canvas. The Instructor will need to complete such course before he/she can teach for the AWS re/Start program. No access to the course material for the AWS re/Start Program Instructor will be granted until the program Terms and Conditions are signed in Canvas at the first login of the Instructor into Canvas. After taking the training, instructors may schedule time with the AWS re/Start team to complete onboarding to address any unanswered questions. Please use the Canvas calendar feature to do this as explained in the training itself. Only at this point an Instructor can be assigned to a cohort.

**Accrediation: Instruction Qualification Digital Badge**

Once the instructor is deemed qualified and has taught at least one AWS re/Start cohort in full, an AWS re/Start Program Instructor digital badge can be awarded.

**Instructor Responsibilities**

It is expected that the Collaborating Organization will acknowledge understanding of the following, and commits to make sure their instructors are made as well aware of those responsibilities:

* AWS re/Start is an instructor-led, synchronously delivered program
* The program is up to 12 weeks long, full time (7 to 8 hours per day) unless otherwise approved by the AWS re/Start team
* All material in the curriculum offered by AWS must be consumed by learners during the program delivery with the assistance of the instructor
* No additional technical material that has not been approved by AWS should be added to the curriculum for any reason
* There is no need for the AWS re/Start Instructor or the learners to create a personal AWS console account to complete any of the activities of the program. Neither AWS nor this program will cover any charges, fees, or costs incurred by personal AWS console accounts.
* The AWS re/Start Instructor commits to taking AWS re/Start instructor training in Canvas. After taking the training, an instructor may schedule time with the AWS re/Start team to address any unanswered questions.
* The AWS re/Start Instructor is aware of the graduation criteria for the learners and is committed to supporting them in achieving their graduation
* Before the completion of the AWS re/Start cohort, the AWS re/Start Instructor will review via the instructions contained in the Canvas Instructor Preparedness course, the graduation status of learners to identify any possible issue (to be communicated to the AWS re/Start team via support ticket). Learners who graduate will receive a digital badge and will be invited to access additional learning resources post-graduation
* By accessing the AWS re/Start materials and participating in the AWS re/Start program, you agree that you will: (a) not use the AWS re/Start materials for any illegal or fraudulent activity; (b) not use the AWS re/Start materials to violate the rights of others, including with respect to intellectual property laws; and (c) only use the AWS re/Start materials in a manner that maintains the good name and reputation of the AWS re/Start program

**Appendix A: AWS re/Start Instructor teaching requirements**

**Required:**

* AWS SysOps Administrator – Associate certification or AWS Solution Architect – Associate Certification active through the duration of instruction. AWS Professional level certifications in Solution Architect or DevOps are also accepted. No other certifications (AWS or others) are considered equivalent and satisfying those requirements.
* One year experience as the primary instructor responsible for teaching and managing the course as Primary Instructor in the class. The class should be technical in nature, focused on IT content covering at least three of the five areas mentioned below:
* Linux Operating System
* Scripting languages such as Shell and Python
* Networking and Security concepts
* Relational Databases
* DevOps Concept and Processes
* Other Requirements
* Familiarity with Microsoft Office skills (Excel, Word & PowerPoint)

**Optional, but nice to have:**

* Enterprise workload experience on AWS services
* Experience teaching AWS content to enterprise customers
* Comptia / Cisco certifications
* Teaching Technical content to a non-technical audience
* 2 years’ experience teaching and/or working closely with unemployed or underemployed individuals.

**Appendix B: AWS reStart Instructor additional requirements**

* If they are already AWS instructors in other capacity, they should be in good standing with any other AWS Training Program they have been involved with
* **Motivational Fit**. Passion for helping change the life trajectories of underserved or underrepresented populations.
* **Professionalism**. This includes but not limited to adherence to a professional dress code, communications and engagement with supervisors, colleagues and students and pays close attention to detail.
* **Effective Communication**. Excellent oral and written presentation skills in the instruction language and English.
* **Data Management**. The ability to collect and analyze training data.
* **Growth Mindset**. Be self-reflective, openly receive feedback on his / her performance and should be able to apply feedback and pursue additional learning to improve his / her performance.
* **Solutions and Results Oriented**. A positive, solutions-oriented attitude, drive for excellence.
* **Interpersonal Skills**.
  + Strong cross-cultural skills that demonstrate the ability to engage well with participants.
  + The ability to be a team player.

**Appendix C: Presentation guidelines**

The topic list will be provided by the interviewer to the candidate.

**Presentation Guidelines**

The presentation is an important part of the interview process. The candidates may structure the content and deliver however they see fit.

The ask is for the candidates to create a short presentation conveying details on one or two from any of these technical domains:

* AWS Compute (EC2, Elastic Container Service, etc.)
* AWS Database services (DynamoDB, Neptune, etc.)
* AWS Storage Services (S3, EBS, EFS etc.)

Check out <https://aws.amazon.com/> for a complete list of products and services in each domain.

**Audience for presentation**

The target audience is people who are new to IT and Cloud Computing, who wish to learn about the service(s) and technologies selected for the presentation.

**Presentation mode**

In person or online, using video-conferencing software.

**Duration of presentation**

The presentation should be given to the interviewers present in the day of the interview. 20-25 minutes should be planned and 10 minutes for Q&A.