

# Computer Systems Networking Instructor

## Position Summary

- Teach Computer Information Technology dual-credit courses to high school juniors and seniors.
- Prepare students for the CompTIA A+ Certification while also covering programming fundamentals and cyber security topics.
- Train students to work in Microsoft environments in preparation for the Microsoft Endpoint Administrator MD-102 exam.
- Teach students computer networking skills that include CISCO instruction using the Cisco Network Academy in preparation for the CCST certification.
- Utilize a variety of teaching methods to engage students and to create and maintain a dynamic, innovative, and positive learning environment.
- Enhance learning through hands-on instructional activities that parallel industry experiences.

## Duties & Responsibilities

- Plan, prepare, and deliver instruction of assigned courses using a variety of teaching methods to facilitate student learning.
- Responsible for the development, updating, revision, of program and instructional materials.
- Assist with student recruitment.
- Assist with managing program-specific funds; recommending, purchasing, installing, and maintaining equipment; purchasing and upgrading software; and materials and supplies purchasing and inventory.
- Responsible for classroom management including maintaining accurate student attendance and grade reports as well as maintaining a clean, organized classroom environment with an emphasis on safety.
- Responsible for the assessment, documentation, and enhancement of student learning by gathering, analyzing, and interpreting learning outcomes.
- Assist with advisory committee member recruitment and retention; attend advisory committee meetings, and work with advisory committee in developing, validating, and regularly updating program content/outcomes.
- Establish and maintain positive, professional, and collaborative relationships with co-workers, employers, area high schools, and professional organizations.
- Actively participate in program planning, professional development opportunities, and regional/state/national meetings and activities.
- Maintain professional/technical knowledge and skills including currency in assigned discipline, required occupational certification/licensing, and instructional technology/delivery methods.
- Perform other duties and responsibilities as assigned.

## Qualifications

Associates Degree in a related discipline from an accredited institution or have a minimum of 5,000 hours of recent non-teaching industry work experience as Network Technician, IT Infrastructure Support Specialist, or Local Area Network Technician required.

CompTIA A+, Net+, and Server+ certifications preferred and/or willingness to obtain certifications in a timely manner. CISCO training is also preferred.

Must be able to demonstrate good organizational skills, positive interpersonal skills, and excellent communication skills in educating learners.

## Compensation & Benefits

Compensation is dependent upon experience and qualifications.

Benefits include health insurance; life insurance; long-term disability; Indiana Teacher Retirement, 403(b);