CROWDER COLLEGE
POSITION DESCRIPTION

Status: FT, 9months	**Title:** CTEC COMPUTER & NETWORK SUPPORT INSTRUCTOR
Revised: 04/22/2014	**Department:** CCTEC
Level: FACULTY	**IPEDS** FACULTY
FLSA: EXEMPT	**Reports to** DIRECTOR OF CTEC

POSITION SUMMARY

Teach entry-level skills to secondary students for the Networking field according to state competencies and CISCO requirements. Students are taught in the classroom.

MAJOR FUNCTIONS

1. Teach in the required areas of CISCO.
2. Identify the curriculum needs and develop innovative activities to address those needs.
3. Show commitment to the program, division, and total institution.
4. Assist with student recruitment and job placement
5. Participate in professional development workshops, conferences, and meetings.
6. Assist as program advisor for Skills-USA.
7. Perform other assigned duties and tasks as appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance, and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course material in conjunction with the Director.
8. Adhere to student abilities and competencies listed in the institutional syllabus of program taught.
9. Return evaluated student exams and papers in a timely fashion.
10. Maintain grades and class status information.
11. Submit required reports by deadlines.
12. Serve on institutional committees as needed.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Must have or qualify to obtain Missouri Technical Education Teacher Certification.
2. Bachelor or Master's Degree preferred.
3. Two to five years of occupational experience directly related to the networking industry.
4. Ability to plan, organize, and implement responsibilities effectively.

5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

1-1 Ability to operate a personal computer using the Windows environment.
1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
1-3 Ability to use E-mail.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

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1. Generally indoors in a normal classroom with some exposure to temperature changes, noise, dust, or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

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1. Work involves working with classroom equipment and requires mobility with the classroom and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

LANGUAGE/COMMUNICATIONS SKILLS

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1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.