

POSITION DESCRIPTION

JOB TITLE: COMPUTER & NETWORK SUPPORT INSTRUCTOR-JOPLIN

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR OF JOPLIN ADVANCED TRAINING & TECHNOLOGY CENTER

SCHEDULE DETAILS: FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: MARCH 1, 2021

Position Summary

Crowder College is seeking dedicated, experienced, and motivated individuals to provide leadership, engagement, and discipline expertise in continuing to move the program forward in innovative ways. As a full time faculty member at Crowder College, successful candidates will demonstrate commitment to student success through teaching, including remediation and learning excellence.

Instructor will teach entry-level skills to students for the computer networking field according to state competencies and requirements. Students are taught in the classroom, flex, and online.

Essential Job Duties

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service and other tasks associated with full-time faculty, which may include evenings and weekends. Delivery methods may include traditional, online, or flex. Travel to other instructional sites may be required.

- Teach in the required areas of:
 - CompTIA
 - VMware
 - CISCO CCNA
 - Microsoft Server and Windows 10 operating systems
 - Cybersecurity
 - Linux
- Identify the curriculum needs and develop innovative activities to address industry needs.
- Show commitment to the program, division, and total institution.
- Assist with student recruitment and job placement.
- Participate in professional development workshops, conferences, and meetings.
- Assist with student advisement.
- Stay up-to-date with industry recognized certifications.
- 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:

- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course material in conjunction with the Director.
- Adhere to student abilities and competencies listed in the institutional syllabus of program taught.
- Return evaluated student exams and papers in a timely fashion.
- Willingness to attain certifications in CompTIA, Cisco, VMware, or Microsoft.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Serve on institutional committees as needed.

Required Knowledge, Skills & Abilities

- Must have or qualify to obtain Missouri Technical Education Teacher Certification.
- Two to five years of occupational experience closely related to the computer & networking industry.
- Ability to utilize multiple online platforms
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- Bachelor's degree and closely related occupational experience is preferred
- Three years teaching experience preferred.
- Experience in development of materials and media for online learning
- Knowledge of a learning management system (such as Canvas)

Equipment/Software

- Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Standard networking equipment which include but not limited to routers, switches, and access points.
- Tools of industry which include but not limited to wire testers, multi meter, networking and computer repair.
- Microsoft Office Suite
- Relevant experience building & maintaining PC's and servers.

Positions Supervised

None

Working Environment

- Generally indoors in a normal office/classroom/lab environment with moderate exposure to temperature changes, noise, dust and/or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- 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.
- A neat appearance and appropriate businesslike apparel are required.

Physical

- Requires mobility within the campus and various sites, light lifting, and physical activities on a daily basis.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to 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.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement necessary curriculum.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.