

<b>Job Title</b>	<b>COMPUTER INFORMATION SYSTEMS (CIS) NETWORKING INSTRUCTOR</b>
<b>Department</b>	Information and Engineering Technology
<b>Reports To</b>	<b>Dean of Information and Engineering Technology</b>

**EMPLOYMENT TERMS:**

<i>Part-Time</i>
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**QUALIFICATIONS**

<b>Education</b>	A minimum of an Associate Degree in Information Technology or a closely related field. Microsoft Certified Systems Administrator (MCSA) or Microsoft Certified Information Technology Professional (MCITP) and Cisco Certified Networking Associate (CCNA) certifications required. Cisco Certified Networking Professional (CCNP) and Microsoft Certified Systems Engineer (MCSE) preferred. Cisco Certified Academy Instructor (CCAI) highly desirable.
<b>Experience</b>	Three years of full-time, paid, in-field work experience within the past seven years. Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach. Occupational experience must meet the current requirements of the appropriate licensing boards for the area of instruction. Must demonstrate excellent written and verbal communications skills.
<b>Desirable Skills</b>	Teaching experience at the postsecondary level, active participation in appropriate professional /occupational organizations, supervisory experience, and excellent human relations skills. Must possess and demonstrate excellent written and verbal communications skills.

**PRIMARY DUTIES:**

<p>Develops/updates instructor guidebooks for each assigned course which contain course outlines, lessons plans, information sheets, remedial and enrichment activities, a list of audio visual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located. Develops/updates a syllabus for each assigned course which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies and subcompetencies, the required textbooks, required tools and supplies, the evaluation, and grading procedures. Develops lesson plans for assigned courses which contain the following: the number and title of the course, competencies and subcompetencies, performance objectives, outline or text of the unit, location of resource materials, and method of evaluation. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi, and test banks, ordering supplies and equipment, reproducing of materials, using a variety of learning modalities including instructional technology to augment instruction. Maintains course content which is current, well-organized, and related to course objectives and to student's previous learning. Demonstrates knowledge in the following areas: institutional services and policies, degree, diploma, and certificate programs offered by Augusta Technical College, job placement and follow-up, financial aid, library resources, and bookstore operations.</p> <p>Participates in advisory committee meetings, attends at least two advisory committee meetings each year, prepares agenda, records minutes, establishes an annual program of work, and documents progress toward the program of work in minutes. Demonstrates knowledge of the program's industry/business community, maintains contact with</p>
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business persons, professional organizations, and current trends. Submits/updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, required student purchase list, and student evaluations. Selects staff development activities based on the following: student evaluations, instructor evaluation, changes in business and industry, changes in technical education, updates in technology, and/or professional needs. Completes all staff development plan requirements each year and submit staff development 503 activity reports promptly. Maintains credentials, licensure, and certification required for teaching and for the profession. Demonstrates excellent written and oral communication skills. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner. Demonstrates respect for students as individuals. Demonstrates accessibility in dealing with students' needs both, individually and as a group; maintains posted office hours; and communicates clearly to students. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations. Counsels students with grades and attendance problems, refers students to the counseling center if needed. Enters student schedules in school wide student recording system (Banner); can access information to use during student advisement; and enters grades on Banner. Completes add/drop and terminations forms as needed. Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision, updates state programs standards and guides by attending and working through consortium meetings. Takes an active and positive role in the planning process by completing clear, accurate Institutional Effectiveness System materials and the annual plan, and maintains documentation for the program applicable to the Institutional Effectiveness Review process. Completes documentation as required to maintain appropriate program/institutional accreditation. Participates in graduation exercises, field day, and other Augusta Technical College activities. Performs other duties as assigned by the survising Vice President of Instructional Services and/or supervising dean.

### **TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

### **PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required

### **APPLICATION DEADLINE: Until filled**

Applications can be obtained online at the Augusta Technical College website. The College web address is

[www.augustatech.edu](http://www.augustatech.edu)

Please submit application, letter of interest, resume, and transcripts to the following address:

Human Resource Office  
3200 Augusta Tech Drive  
Augusta, GA 30906

### **CONTACT**

Please contact Shirley Rouse, Human Resource Specialist for questions by telephone at (706) 771-4026 or e-mail [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

### **SALARY**

*Commensurate with education and work experience in placement on State Salary Schedule.*

EOE/MFDV