

## POSITION DESCRIPTION

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**JOB TITLE:** COMPUTER & NETWORK SUPPORT INSTRUCTOR

**DEPARTMENT:** CAREER AND TECHNICAL EDUCATION

**DIVISION:** ACADEMIC AFFAIRS

**SALARY RANGE:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** CTE Director

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

**DATE OF LATEST REVIEW/REVISIONS:** MARCH 30, 2024

### Position Summary

The instructor is responsible for planning, preparing, implementing, teaching, and evaluating classroom and laboratory instruction for the Computer & Network Support program. The position will require advancing and updating curriculum to reflect changing technologies in the computer, network, and information technology fields through active industry engagement. This position will be housed at the Crowder College – Joplin Instructional Center.

### Essential Job Duties

- Provide classroom and laboratory hands-on instruction in all areas of computer and network support including, but not limited to, CompTIA, VMware, CISCO CCNA, Microsoft Server and Windows operating systems, and Cybersecurity.
- Assess student learning in meeting industry-standard competencies.
- Identify and develop curriculum and instructional resources in support of current and emerging program needs.
- Assist with student recruitment and job placement.
- Establish and/or maintain an industry-based Business & Industry Leadership Team (BILT) in support of the Computer & Network Support program.
- Participate in professional development workshops, conferences, and meetings.
- Stay up-to-date with industry developments and trends.
- Teach a minimum of 15 credit hours per semester.
- Support SkillsUSA implementation.
- Maintain regular office hours.
- Participate in college-wide initiatives.
- 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. To help our students be better learners, faculty members will:

- 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 materials in conjunction with the appropriate division chair.
- Return student papers and exams in a timely fashion.
- Maintain grades, attendance, and class status information.
- Submit required reports and deadlines.
- Serve on institutional committees as needed.

**Required Knowledge, Skills & Abilities**

- Associate Degree in Computer Technology, Information Technology, or a related field.
- Must have a Missouri Teacher Certification, Missouri Career Education Teaching Certification, or a minimum of two years of closely related experience which would qualify you for certification.
- Must have or be able to obtain (within one year of employment) the following certifications: CompTIA A+, Network+, and Security+; Cisco Professional, and VMware.
- Ability to plan, organize, and implement assigned tasks in an effective and timely manner.
- Ability to establish and maintain positive working relationships with students, other faculty, professional/classified staff, supervision, industrial advisory panels, and the public.

**Preferred Knowledge, Skills & Abilities**

- Bachelor's Degree in Computer Technology, Information Technology, or a related field.
- Five years of industry experience related to the information technology and networking industry.
- Experience building and maintaining PC's and servers.

**Equipment/Software**

- Standard networking equipment which includes 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.
- Must be fully computer literate and be able to operate a personal computer using the Microsoft Windows environment utilizing email, Canvas, online instructor resources and common Microsoft word processing, spreadsheet, and graphical presentation applications.

**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 working environment conditions herein are representative of those that must be met by an employee to successfully perform 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**

- Ability to work with classroom equipment and requires mobility within the classroom/shop and campus.
- While performing the duties of this job, the employee is 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.
- The physical conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

**Language/Communication Skills**

- Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.

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