



Instructional Specialist, Information Technology

Department: Workforce Development		Approved Date: 6/22/17	
Reports To: CEWD Business and Technology Program Manager		Team: CEWD	
FLSA Status: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>		Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>	
Compensation: Grade B-13		Employee Group: Administrator	
Contract or Grant Funded: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Pre-Hire Drug test: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		Fingerprinting required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		Essential Personnel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Anticipated work hours:			
<input checked="" type="checkbox"/> 8:30-4:30 Monday to Friday	<input type="checkbox"/> Evenings		
<input type="checkbox"/> Other ___:___ to ___:___ _____ to _____	<input type="checkbox"/> Weekends		
	<input type="checkbox"/> On call		

Position Summary:

This position supports successful implementation of coursework and training as required to comply with the America’s Promise grant. The America’s Promise Grant will advise students and provide short-term, intensive, project-based learning in information technology subjects with strong alignment to workforce needs. The Instructional Specialist serves as the subject-matter-expert, is responsible for the development and delivery of non-credit curriculum (50% of time will be dedicated to instruction), and will serve as a resource for faculty and program staff. The Instructional Specialist reports to the CEWD Business & Technology Program Manager. This position is grant funded; continuity is dependent on grant income.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Work as a team member with the Business & Technology Program Manager, IT Support, Instructional & Technical Designer, and adjunct faculty.
2. Advise students and engage in outreach activities.
3. Provide support for grant administration and reporting.
4. Function as a master or lead teacher, to include instructional responsibility and curriculum development and review.
5. Support other instructors, observing classroom instruction and providing feedback as needed.
6. Ensure core learning outcomes are supported by instruction and assessment.
7. Provide instruction for courses on weekdays, evenings, or Saturdays as assigned by Program Manager.
8. Work with support staff on purchasing, procurement and maintenance of lab space.
9. Participate in departmental meetings.
10. Participate in professional development.
11. Seek out current developments and trends within discipline.

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Required Minimum Qualifications:

1. Two years of experience in higher education instruction or post-secondary training
2. Industry certifications in one or more of the following: CompTIA A+, CompTIA Network+, CompTIA Security+, Cisco Certified Network Associate (CCNA), Certified Professional in Healthcare Information and Management Systems (CPHIMS) or Microsoft Certified Solutions Expert (MCSE)
3. Seven years of relevant technical work experience in the IT field

Desired Qualifications:

1. Bachelor's of Science Degree in an Information Technology discipline
2. Five years of experience in higher education instruction or post-secondary training
3. Multi-disciplinary experience in information technology
4. Experience with project management
5. Experience with Blackboard or other learning management systems
6. Excellent oral and written communication skills
7. Ability to work effectively with a wide range of constituencies in a diverse community

Note: The College reserves the right to change or reassign job duties, or combine positions at any time