JOB DESCRIPTION

Position Title: Instructor of Computer Information Systems - Lead

Division: Business and Technology	**Employment Category:** Faculty
Primary Location: District-wide Based on the Sierra Vista Campus	**FLSA Classification:** Exempt **Remote Work Eligible:** No
Parameters: Full-time; 12 Months	**Pay Grade:** Faculty

Position Summary: The Instructor of Computer Information Systems - Lead serves as the Lead instructor for related degree programs district-wide. Full-time faculty members are professional educators with the primary responsibility of providing quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies, and procedures of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Teaches assigned Computer Information Systems courses and serves as the Lead instructor for Computer Science (AS and AA) and Computer Programming (AAS) degree programs district-wide; teaches associated labs, and industry certification-related classes and bootcamps in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using assigned delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner. Provides instruction during the Summer term

Serves as the Articulation Task-Force (ATF) lead instructor for Computer Information Systems and serves as the lead for special projects as assigned

Mentors new faculty

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for Computer Information Systems courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs

Coordinates and leads the marketing department to develop a long-range marketing campaign for all Computer Information Systems and Computer Programming initiatives. Develops and implements a Summer outreach plan that includes communication efforts with both the private and public sector, such as, Fort Huachuca, contractors, and area high schools

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Computer Information Systems program;

integrates knowledge of industry trends and professional training to continuously improve program quality.

Participates in Computer Information Systems course scheduling, department, division, and college meetings; develops effective course and room scheduling for Computer Information Systems and Computer Programming instruction; serves on college committees as assigned

Actively participates in student recruiting for all Computer Information Systems programs, as well as active participation in Computer Information Systems Department student organization functions, and other community outreach activities.

Maintains applicable industry certification(s) in content emphasis areas of programming, information systems, and/or networking

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:
Master's degree in a related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education

Preferred Qualifications:
Three years of related professional experience
Holds applicable industry certification(s)
Successful teaching experience, preferably at a community college
Experience teaching in-person and using alternative delivery methods is desired
Experience with the use of technology in lecture and lab settings is preferred

Knowledge, Skills, and Abilities:
Knowledge of and ability to follow college policies and procedures
Knowledge of trends, developments, new technologies affecting the Computer Information Systems program
Knowledge of curriculum and program development
Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Skill in modern networking and cybersecurity technologies
Skill in programming languages to include, but not limited to, Visual C#, Python, and PowerShell
Skill in instructing students from diverse cultures and/or backgrounds
Skill in using authentic assessment to evaluate students' needs and progress
Skill in integrating technology into curriculum and other educational services
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to a team environment
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

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Ability to perform instructional duties in various modalities, that may include both synchronous, and asynchronous modalities, in lecture and lab settings

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in a typical classroom or laboratory setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of the time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability, and creative problem-solving skills are important

Reports to: Dean of Business and Technology

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.