



INSTRUCTOR, INFORMATION TECHNOLOGY; CYBER SECURITY – CAREER TECHNICAL EDUCATION

POSITION DESCRIPTION:

The purpose of CTE Instructor, Information Technology; Cyber Security is to supervise and instruct students in the assigned areas of vocational training and career development; to teach students entry-level employment skills for a career in the stated field; to establish and maintain an orderly, safe, and well-disciplined classroom learning environment; and to perform other job-related duties as assigned. This position is under the general supervision of the CTE Coordinator/Principal and may supervise instructional assistants or other related clerical staff.

FUNCTIONS:

- Instruct students in the assigned technical/vocational area utilizing appropriate and effective instructional strategies (E)
- Maintain students' awareness of industries' employment needs and requirements (E)
- Instruct students in appropriate job-seeking and retention skills (E)
- Establish and maintain a well-disciplined and orderly classroom learning environment; observe and evaluate students' work site performance (E)
- Establish and maintain safety policies and procedures for classrooms and work sites (E)
- Evaluate students' performance by assessing needs, testing skills and knowledge, and then communicating results to the student; develop, update, and maintain students' training/instructional plans (E)
- Communicate effectively with counselors, administrators, parents, and staff concerning students' progress and program needs (E)
- Evaluate, select, develop, and adopt a variety of appropriate instructional materials (E)
- Promote student and communitywide awareness of the CTE program and recruit students; guide students in making career-related decisions (E)
- Assist students in obtaining employment (E)
- Maintain a variety of complete and accurate records for necessary reports (E)
- Performs job assignments safely for the purpose of protecting people and property (E)
- Maintain and update occupational skills, appropriate industry awareness, and community involvement as it relates to the successful performance, and other required duties as assigned (E)
- Performs other related duties as assigned

(E) = Essential Function

KNOWLEDGE of the subject area(s) appropriate for the class being taught including knowledge of implementation of computer networks, services and software, provisions of technical assistance, creation of technical documentation, diagnosis and resolution of software, hardware, networking, and security problems, and the administration and management of information and communication systems. knowledge of approved and effective techniques of student supervision, motivation, and discipline; knowledge of approved and effective student testing and evaluation methods and techniques; knowledge of appropriate curriculum and instructional materials for assigned subject area.

SKILLS appropriate to the Information Technology field are required to teach students multiple technical tasks associated with the career field. Occasionally updating skills in order to meet changing job conditions is required. Specific skills necessary to satisfactorily perform the functions of the job include: Successful instruction of students in the assigned vocational area; effective communication skills are required including written and oral; and the ability to understand and interpret laws and regulations.

ABILITY to demonstrate and teach effectively technical area(s) of Information Technologies with an emphasis of computer networks and Cyber Security; use a variety of software programs and operating systems interface, as well as the use of Binary numbers, coding, and other programming pertinent in the career field; hardware components and troubleshooting, system administration and maintenance including cyber incidence, analysis, and response; and computer networking such as local area network (LAN), wide area network (WAN), and internet systems. Instruct students assigned in technical/vocational area(s) and career development skills; establish appropriate learning goals and objectives as well as effective lesson plans; effectively communicate orally and in writing; guide and advise students regarding assigned technical/vocational area(s); establish criteria and evaluate students' progress; develop and maintain a variety of administrative records; safely and effectively operate a variety of equipment appropriate for assigned instructional area; direct and oversee the work of instructional assistants as assigned; meet the travel requirements from site to site; establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; perform overtime as needed and perform job safely.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions requires the following physical demands: Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; lifting, carrying, pushing and/or pulling; and climbing, balancing, stooping, kneeling, and crouching. Generally the job requires 30 percent sitting, 30 percent walking, and 40 percent standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of work experience in the technical skills, trade, or vocations to be taught are required. One (1) of the three (3) years of the required experience must be within the last five (5) years, or two (2) years within the last ten (10) years.

EDUCATION:

High school diploma or equivalent required. Bachelor's degree desired.

CERTIFICATES/ CREDENTIALS/LICENSES:

- Possession of or ability to obtain prior to employment, a valid California Designated Subjects Vocational Teaching Credential for the subject to be taught (Refer to the Commission on Teacher Credentialing pamphlet for: Designated Subjects Vocational Teaching Credentials)
- EL certification or equivalent such as CLAD, BCLAD, or SDAIE
- Valid California Driver's License

You must provide copies of permit/credential as required for position or provide evidence of qualifying for required permit/credential with your application materials to qualify for the position.

PREEMPLOYMENT

- Fingerprint clearance
- TB clearance
- Some offers of employment are contingent upon successful passing of a physical examination including documentation, immunizations and/or exemption as required by state regulations (including but not limited to measles, pertussis and influenza)

SALARY SCHEDULE: 226 (Part-Time without BA)
227 (Part-Time with BA)
202 (Full-Time without BA)
201 (Full-Time with BA)