

Little Big Horn College Position Description

Job Title: Information Technology Instructor

Department: Math and Science

Primary Supervisor: Academic Dean

Secondary Supervisor: Dept. Head, Math and Science

Supervision Exercised: None

Qualifications: This position is full-time status – nine month contract for the Academic Year. Must have a B.S. in Computer/Science Software/Information Systems or related field. Knowledge of Native American culture, history and customs. Familiar with the Crow reservation. Instructional experience in the Science area, at the high school or college level. Must be able to teach all levels of Introduction to Computer Science, Introduction to Programming, Programming Language, Foundation of Information Systems, Microsoft Office Suite, Advanced MS Word & Power Point, Advanced MS Excel, Access, & Outlook, HTML & Web Page Design. In addition must be able to teach Multi-Media Technology/trouble shooting, Introduction to Networking, Network Server Configuration, Digital Video, and Digital Image Creation and Editing with Photoshop courses. Good interpersonal communications. Willing to attend training and continuing education.

Desired Qualifications: Master's Degree in Computer Science/Software/Information Systems or related field. Demonstrated successful teaching in the Information Technology curriculum at community college level. Experience with teaching in laboratory situations and working one on one with students. Experience in understanding operating systems (UNIX, Windows, MacOS), Network and tape based storage solutions, database environments, wired and wireless network environments, Voice over IP systems, information technology standards and security policies.

Summary of Position

The incumbent will be responsible for providing the instructional program (teaching) in the Information Technology area and keeping appropriate posted office hours. He/she will also be responsible for course delivery and evaluation of each student. Will meet and instruct assigned classes in the location and at times designated. Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of the student. Provide book orders to the book store personnel in a timely manner prior to the beginning of each term. Work with other faculty members to incorporate culture and writing across the curriculum. Meet with other faculty and staff as required and participate in the in-service training. Strives to maintain and improve professional competence. Serve actively on college committee appointments and duties related to accreditation activities. Serve as advisor to students within the departments allocated by the Dept. Head. Create a

classroom environment that is conducive to learning and appropriate to the maturity and interest of the student. Shall be responsible for initiating, designing and follow-up on individual learning programs for those students in the science area. Must maintain all necessary academics records for all students enrolled in the courses and must turn in grades at the end of each academic period. Perform other duties as indicated by the Dept. Head or the Academic Dean.

Knowledge: A comprehensive knowledge of the science discipline, providing a foundation for effective teaching and learning. Will recommend to the Department Head and Academic Dean, curriculum plans for each academic term. Will have knowledge to develop and modify curricula and integrate Little Big Horn College's educational philosophy with special attention given to culturally relevant examples.

Skills: Computer skills a must. Utilize a variety of teaching techniques and assessment methods that incorporate current educational theory. Responsible for development of course objectives, course syllabi, course schedule, identify texts and training aid materials for use in class. Develop daily/weekly lesson plans outlaying the specific objectives, methods and techniques to be used in the lessons.

Abilities: Able to independently plan and perform the normal range of teaching functions that relate to Information Technology. Provide a leadership role in development, coordination, review, revision and instruction of science classes. Prepare written communications and reports when necessary. Complete faculty evaluation portfolio.

Salary: Dependent upon education and experience.