

Job Title: Adult Ed IT Security Instructor

Supervisor: Campus Administrator | Evening Adult Coordinator

Employment Terms: Evenings, Monday – Thursday, 5:45 pm to 9:45 pm

Salary Range: \$65,000 – \$90,000

Location: Northwest Campus
13201 W Grand Ave
Surprise, AZ 85374

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Prepares students for jobs in IT Security.
- Ensure curriculum is current with industry standards. Work with professional organizations associated with IT Security.
- Use student data to drive instructional practices.
- Assists with curriculum development instruction and participates in program reviews.
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress.
- Partners with instructional team leaders for planning, implementation, and reflection on instruction.
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement.
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment.
- Identifies and develops a variety of work-based learning opportunities for students.
- Assists students to complete service learning projects and program fundraising events.

- Communicates effectively with students and colleagues at the campus level to improve the overall quality of student outcomes and achievement of establish program goals.
- Establishes and maintains a good rapport with community partners and advisory councils.
- Reports student enrollment data.
- Attends district meetings.
- Performs other related duties as assigned to strengthen the program.

Knowledge and Skills:

- 3-5 years' experience in teaching or related work experience in IT, Cyber Security, or Network or Technology Industry.
- Knowledge of Career and Technical Education and the CTE Delivery Model.
- Knowledge of safety and/or sanitation procedures appropriate to field of instruction; industry standards within the area of instruction; resources available to facilitate a successful learning environment.
- Ability to use tools and equipment related to area of instruction.
- Ability to use appropriate technology and able to use as an integral part of instruction.
- Willingness to work with high school youth and adults.
- Demonstrate strong organizational and communication skills.

Requirements:

- Maintains industry related certification.
- Must pass a fingerprint clearance and background check.
- Obtain an Arizona Driver's License.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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