



## CISCO/IT Essentials Instructor

Reports to the CTT/CTR Supervisor and is a salaried, exempt position. Performs as an instructor in a regular classroom setting, presenting instructions in designated subject area. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Promotes a positive and desirable atmosphere within the classroom setting to insure maximum student motivation.
- Meets SMART Goals established by management every Program Year.
- Maintains a high degree of discipline within the classroom setting in order to insure maximum learning.
- Instructs on the Computer Network/CISCO curriculum in accordance with the Job Corps requirements and program specifications.
- Counsels and motivates students regarding behavior, training, personal and/or study habits and problems.
- Develops and prepares supplemental lessons and recommends curricula changes.
- Individualizes the Computer Network/CISCO curriculum to fit the students' choice of vocation and maintains contact with vocational counselors and instructors.
- Responsible for building and equipment in seeing that security measures are taken, equipment, and supplies are cared for.
- Prepares reports such as student/staff hours, requisitions, and monthly student evaluations.
- Maintains classroom environment (behavior and surroundings) conducive to learning.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Attends required staff training sessions.
- Performs other duties as assigned

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Education and Experience Requirements:

- Appropriate certification/license in state of employment or equivalent. Professional license/ accreditation by professional trade organization are required. If candidate is not state certified, he/she must have practical experience in subject/trade.
- Prefer extensive practical knowledge of trade and teaching experience.
- Valid in-state driver's license with an acceptable driving record.

**Additional Requirements:** Knowledge of Government rules and regulations pertaining to procurement. Ability to analyze the technical data in suppliers' proposals to make responsible buying decisions. Good organizational skills. Excellent communication skills, both oral and written. Ability to effectively relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, standing, and walking. Occasionally position involves carrying. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 45% of work time outside and 55% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**