West-MEC

Western Maricopa Education Center | District #402

Job Description

Job Title: Adult Ed IT Security Instructor

Supervisor: Campus Administrator | Evening Adult Coordinator

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

Salary: $29 hour

Location: West-MEC SW Campus
500 N. Verrado Way
Buckeye, AZ 85396

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 established program goals
- Establishes and maintains a good rapport with community partners and advisory councils
- Develops and implements a rigorous lab safety program
- Reports student enrollment data
- Attends district meetings
- Performs other related duties as assigned to strengthen the program

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Knowledge and Skills:

- 3- 5 years' experience in teaching or related work experience in IT, Cyber Security, or Network 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

Closing Date: Open until filled
Start Date: June/July, 2017

Application Procedure:

Submit on-line application - West-MEC.org

Include:

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

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.