

Newport News Public Schools

Job Description

Job Title: Cisco Instructor
Position Code:
Job Classification: Exempt

Supervisor: Program Administrator
Pay Grade: Teacher Pay Scale
Contract Length: 192 Days

Job Summary

Position is responsible for instructing secondary school students in the field of computer technology and creating a safe and orderly learning environment. Position motivates students to further their interest in computer networking applications. The instructor develops knowledge, skills, and talents of students, utilizing a variety of instructional techniques appropriate to students' interests and abilities.

Essential Duties

1. Instructs 9th and 10th grade students in computer networking to prepare them for the Cisco Certified Networking Associates Certification test. (This is a two year class leading to certification.)
2. Enables students to develop a working knowledge of PC computers and networking.
3. Develops clear and concise instructional lesson plans and organizes class time to provide a balanced program of academic instruction, hands-on application, and computer based learning.
4. Provides individual and small group instruction and adapts the curriculum to the needs of students with varying abilities.
5. Uses a variety of instructional techniques appropriate for the ages and skill level of students.
6. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning during class time.
7. Instructs students in the proper care and use of computers and equipment.
8. Organizes storage areas and controls the use of materials and equipment.
9. Makes minor repairs and adjustments to computer equipment.
10. Evaluates student performance and growth in knowledge and understandings and prepares regular progress reports.
11. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
12. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
13. Maintains thorough records for each student.
14. Selects, requisitions, and maintains books, instructional materials, aviation technology equipment, and instructional aids.
15. Models nondiscriminatory practices in all activities.

Other Duties

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments, research, and new technology in the field of aviation instruction.
3. Performs any other related duties as assigned by the program administrator or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s Degree and be eligible for a Virginia Teaching license. Requires A+ Certification and Instructor certification from the Cisco Networking Academy (CENA or CCENT).Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth knowledge of computer technology and working skills, as well as abilities in the operation of a variety of computer devices and equipment. Requires the ability to instruct students in the field of computers. Must be able to establish and maintain effective working relationships with school administrators, parents, students and staff.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Program administrator or appropriate administrator.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Cisco Instructor will be required to follow any other instructions and to perform any other related duties as assigned by the principal, program administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

RH 12/14/10