

Job Classification: Exempt

Work Schedule: Based on Employment Terms

Compensation: As Stated in Offer Letter

Reporting Relationship: Vice President of Student Success

Primary Accountabilities:

The Information & Network Technology (INT) instructor leads and directs students towards their goal of satisfactory completion of the INT degree program. The instructor will be responsible for providing students with a complete syllabus containing course objectives; presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus; continually promoting the development and effective use of skills in areas, such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all Manhattan Area Technical College ("MATC") policies.

Principle Responsibilities:

I. Mastery of Subject Matter

- Demonstrate a thorough and accurate knowledge of the field or discipline
- Display an ability to interpret and evaluate theories in the field or discipline
- Connect subject matter with related professional/employment field
- Stay current in subject matter through professional development

II. Teaching Performance

- Work constantly to instill in students the technical and academic competencies and employment behavior expected within the specific career field.
- Prepare for class and lab instruction (if applicable) through appropriately outlined syllabus and can provide written evidence of preparation upon request.
- Employ a variety of instructional techniques, modalities (utilization of Learning Management System), and instructional media consistent with the multitude of resources available applicable to meet the needs and capabilities of the curriculum.
- Develop and maintain a classroom and lab environment conducive to effective learning focused on student-centered practices.
- Develop and enforce appropriate rules and expectations of students in the classroom and lab settings that are in compliance with MATC policies/procedures and that result in a safe, effective learning environment.
- Meet and conduct assigned classes as scheduled and in a professional manner.
- Maintain standards of teaching at the collegiate level and perform according to the Standards of Performance outlined in the MATC policies and procedures.

III. Evaluation of Student Learning

- Effectively administer assessment of student learning and technical objectives.
- Maintain accurate, complete, and correct records as required by law and administrative guidelines.

IV. Support of College Policies and Procedures

- In coordination with the Program Coordinator, effectively manage the departmental budget and work closely with MATC staff to insure that all assets, materials, supplies, etc., are properly managed and documented per college policy and procedures.
- Advise students, in cooperation with counselors, administrators, etc., in order to insure that effective services are identified that will assist students in achieving their objective.
- Ensure that safe and reasonable precautions are implemented to protect students, equipment, and facilities.

V. Participation in College and Program Activities

- Attend and participate in staff meetings, college committees, and college activities.
- Participate in professional development opportunities both within and outside MATC.
- Engagement with state meetings, through KBOR, regarding compliance of curriculum of program discipline.

VI. Contribution to the Growth and Enhancement of College Mission and Programs

- Communicate effectively with staff, students, and the public the mission and operation of Manhattan Area Technical College and the specific program.
- Cooperate with other members of the MATC staff in planning instructional goals, objectives, and methods.
- Assist in the operation and management of MATC through effective planning and communication with administration and all staff personnel.
- Assist in the selection of resource materials and equipment and make facility improvement recommendations.

VII. Perform other duties as assigned by the supervisor.

Qualifications:

- AAS degree in Computer Networking Technology, information systems, computer science, or similar program of study;
- Minimum of 2 years work experience in server administration with Windows services and/or as a computer network technician or network administrator/engineer;
- Post-secondary teaching or industry trainer experience (preferred);
- CCNA industry certification;
- In-depth knowledge of network related equipment including switches, routers, firewalls, networked printers and proper cabling methods;
- Proficiency in various software programs and applications including Microsoft Office suite, Windows server and desktop operating systems, PowerShell, and Linux operating systems;
- Proficiency in various software programs and applications including Microsoft Office suite, Windows 7, Windows XP and Symantec;
- Ability to explain in laymen's terms the use of computer related technologies;
- Strong organization skills with ability to multi-task and be detail oriented;
- Ability to work independently, as well as in a team environment;
- Ability to communicate clearly and present oneself professionally through verbal, nonverbal (demeanor, dress, attitude), and written skills;
- Display a student-centered approach;
- Consistently demonstrate the highest levels of integrity and professionalism;

- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

MANHATTAN AREA TECHNICAL COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE COMPLY WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972. WE COMPLY WITH THE REHABILITATION ACT OF 1973, THE VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date