Instructor of Information Technology
School of Business, Information Technology, and Social Sciences
FLSA: Exempt
Grade: F1

JOB SUMMARY

The Instructor of Information Technology position reports directly to the Dean for the School of Business, Information Technology, and Social Sciences and will teach 15 credit hours of instruction per semester with a primary teaching load in Information Technology (ITCT) courses.

MAJOR DUTIES

- Teach 30 credit hours split between the Fall and Spring semesters. This includes traditional on-campus lecture courses, online courses, labs, clinical training, or other learning experiences. In some cases, faculty will have alternative load calculations approved by the Dean and the Vice President for Learning.

- Teaching responsibilities include:
  - The development and delivery of courses, ideally including in-person classes on campus
  - Identification of student learning outcomes
  - Design of learning experiences
  - Use of the college’s learning management system (Canvas) to post course information, attendance and participation, and grades
  - Assuring that courses are accessible for all students enrolled
  - Use of the San Juan College Effective Teaching Framework

- Work collaboratively to develop appropriate curriculum. Identify program learning outcomes, course alignment within programs, and program-level assessment, evaluation, and revision.

- Create learning environments that are positive and course-appropriate and which support student achievement and success.

- Evaluate student learning and achievement at the course, program, and institutional level within a regular cycle of reporting and results sharing, including providing assessment information for accreditation purposes. Develop an Effective Teaching Assessment Plan annually.

- Maintain a minimum of five office hours per week during the academic year. Be available outside of posted office hours, as needed, to assist students and participate in college/school activities.

- Participate in other college-related assignments for up to five hours per week per academic term, including committee work, special projects, curriculum review, etc.
- Participate in professional development activities to remain current in the discipline. This may include attending professional conferences and/or participating in San Juan College-sponsored on-campus or online faculty development opportunities. As part of professional development, participate in an annual review of work that includes goal setting and evaluation of accomplishments.

- Supervise adjunct faculty.

- Coordinate IT faculty to teach or contribute at community Career Pathways events and programs for prospective students, including in the summer.

- Perform related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of curriculum development principles.

- Knowledge of current trends in higher education.

- Knowledge and skill in scheduling and planning.

- Knowledge and skill in staff management and staff supervision.

- Knowledge of computer programs and databases related to educational application.

- Skill in decision making and problem solving.

- Skill in interpersonal relations and in dealing with the public.

- Skill in classroom management.

**SUPERVISORY CONTROLS**

The Dean of the School of Business, Information Technology, and Social Sciences assigns work in terms of school/program goals and objectives. The supervisor reviews work through conferences, reports, and observation of school/classroom activities.

**GUIDELINES**

Guidelines include accreditation requirements, New Mexico Higher Education Department rules and regulations, FERPA, the staff and faculty handbooks, and college and program policies and procedures. These guidelines require judgment, selection, and interpretation in application.
COMPLEXITY/SCOPE OF WORK

• The work consists of varied duties in directing the academic functions of an assigned department of San Juan College. The variety of tasks to be managed contributes to the complexity of the position.

• The purpose of this position is to instruct students. Success in this position contributes to the successful provision of educational opportunities for college students.

CONTACTS

• Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of accrediting agencies, and members of the general public.

• Contacts are typically to give or exchange information, instruct, to resolve problems, to provide services, to negotiate or justify matters, or to motivate and influence individuals.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

• The work is typically performed sitting at a desk or table or while standing or walking. The employee uses tools or equipment requiring a high degree of dexterity.

• The work is typically performed in a classroom or office area.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The position is responsible for supervision of Adjunct Instructors in the Information Technology program.

MINIMUM QUALIFICATIONS

• A Master’s Degree in the Information Technology field is preferred, or a Master’s degree with 18 graduate credit hours in the Information Technology discipline.

• Two years teaching experience or related training or educational activities required; teaching experience at the community college level preferred. Ability to teach classes in a fast-track IT program in the following areas: Network+, Linux+, Cloud+, Security+, Azure Administrator, Microsoft Identity and Services, Cybersecurity Analyst+, Microsoft Modern Desktops, and Database Concepts and Principles. CompTIA certifications preferred.

• Cybersecurity and AI Industry experience a plus.

• Dual Credit teaching experience a plus.

• Access to home internet, a personal computer, and telephone is required.

• May be required to work evenings or weekends.

• Demonstrate skill and willingness to learn and use multiple technology platforms to communicate
with students.

- The successful candidate will value diversity and have a multicultural perspective that is inclusive of all students. The successful candidate will possess a high energy level along with a strong commitment to the community college philosophy.

VALUES STATEMENT

San Juan College is committed to serving the needs of our students through a process of continuous quality improvement. We uphold and affirm the following iCARE values:

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position and satisfy the expectation for regular attendance.

Print Name: __________________________ Signature: __________________________ Date: __________