



## CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE POSITION ANNOUNCEMENT

### COMPUTER TECHNOLOGY INSTRUCTOR (09-Month)

Central Louisiana Technical Community College (CLTCC) invites applications for the position of Computer Technology Instructor. CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, Natchitoches, LaSalle, Rapides, Sabine, Vernon, Winn) in central Louisiana and has nine sites: 1) Alexandria; 2) Cottonport; 3) Winnfield; 4) Jena; 5) Leesville; 6) Oakdale; 7) Ferriday; 8) Many; 9) Natchitoches. Additionally, CLTCC provides instruction in two federal correctional institutions. This position will be domiciled at **our campus in Alexandria, LA**

#### **SUMMARY:**

Reporting to the Dean of Technical Programs, the Computer Technology Instructor provides classroom instruction in assigned classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans. It also includes the following: 1) Developing and reviewing the program, syllabi, goals and objectives according to approved curriculum and course syllabi standards; 2) Providing students with a written course syllabus; 3) Recommending books and materials, and revising curricula; 4) Evaluating and reviewing students' progress in attaining goals and objectives; 5) Advising, counseling students, and maintaining appropriate advisement records on each student; 6) Participating in registration and recruitment;

#### **Duties and Responsibilities:**

- Supports classroom instruction for the Computer Technology Program;
- Maintains and reviews classrooms and laboratories in accordance with approved classroom and lab management plans.
- Supports the development and facilitation of high school/college programming, transfer articulations, and other collaborative partnerships;
- Tracks the academic status of students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services;
- Performs other duties as assigned.

#### **Required Minimum Qualifications:**

- Associate's degree in Computer Information Systems, Electrical Engineering Technology, Digital Electronics & Design, or closely related field from an accredited college or university
- Proficiency in Microsoft applications (Word, Excel and PowerPoint).

#### **Preferred (Desired) Qualifications:**

- Bachelor's degree in Computer Information Systems, Electrical Engineering Technology, Digital Electronics & Design, or closely related field from an accredited college or university
- Three years of experience within the last ten years in the manufacturing or closely related industry.
- One year instructor/training experience.

**Compensation:**

Compensation range \$32,600.00 - \$46,000.00 per nine months. Possibility to teach during the summer based upon classroom enrollment.

**Submit documents to:**

Central Louisiana Technical Community College

Human Resources

**Attention:** Computer Technology Instructor

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

[ElizabethLewis6@cltcc.edu](mailto:ElizabethLewis6@cltcc.edu)

**Position will remain until open filled. For full consideration resume' must be submitted by November 15, 2017.**

**Central Louisiana Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator/ADA/Section 504 Coordinator:**

Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive

Alexandria, LA 71302