



# CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

## Job Announcement

### INFORMATION TECHNOLOGY INSTRUCTOR – 9-month position

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Natchitoches and Sabine) in central Louisiana and has nine sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, the Many site in Many; 8) and the Natchitoches Site in Natchitoches 9). Additionally, CLTCC provides instruction in three state prisons and two federal correctional institutions. *This position will be domiciled at our Cottonport, LA Campus.*

#### **SUMMARY:**

The instructor facilitates student learning and initiate and participate in efforts to consistently improve the level of student success. Faculty member will be responsible for teaching classes in Information Technology, emphasizing Computer Programming, Database Management, User Support, and Operating System courses.

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

- Plans and implements student recruitment activities for CLTCC;
- Works to create a supportive, student-centered learning environment both in the classroom and outside of it, particularly by being responsive to student's needs.
- Mentors students seeking career and academic advice.
- Responds to student needs within the scope of his/her responsibilities by maintaining required office hours and communicating with students by making appropriate use of telephone, email, fax and mail.
- Takes a pro-active role in the planning and development of instruction to be delivered in both face to face and/or classroom/laboratory presentations and through technology.
- Delivers formats based on students' and institutional needs and subject matter requirement.
- Provides learning activities that meet course objectives and the needs of diverse student populations.
- Uses a variety of measures to implement programs to assess student performance and makes appropriate changes, in content and methods, based upon results in conjunction with departmental and College procedures.
- Supports and implements an appropriate use of technology in the curriculum.
- Maintains accurate records of student progress and adheres to college, State, and Federal deadlines for submitting reports and records related to student learning and student outcomes.
- Infuses diversity, local, community, global and environmental awareness into the curriculum as applicable.

- Takes a pro-active role in the planning and development of instruction to be delivered in both face to face and/or classroom/laboratory presentations and through technology □ Performs other duties as assigned.

### **For Lab Courses**

Designs and conducts lab experiments related to established course objectives. Coordinates course delivery with support labs and tutors. Works with student in the maintenance and development of the computer lab. Assists in maintaining and specifying of equipment for the ongoing development of the student lab.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- FERPA
- Successful recruitment and dual enrollment strategies

#### Skills:

- Excellent written, oral presentation, and interpersonal communication skills
- Superior collaborative skills to build trust with others in a rapidly changing environment □  
Excellent organization, planning, and prioritization skills are essential

### **Required Minimum Qualifications:**

Bachelor's degree in education supplemented by specialized computer courses and 3 to 5 years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

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

- Bachelor's degree in Computer related field. □ Proficiency in Microsoft Access.

### **Compensation:**

Compensation will be within this range of **\$32,500.00 - \$52,800.00** per year.

### **Application Instructions:**

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required. ○ The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

#### **Submit documents to:**

Central Louisiana Technical Community College  
**Attention: Information Technology Instructor 4311**  
South MacArthur Drive  
Alexandria, LA 71302-3137

Or

[Elizabethlewis6@cltcc.edu](mailto:Elizabethlewis6@cltcc.edu)

**Position will remain open until filled.**

**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

