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# Example of Computer Instructor Job Description

Our growing company is hiring for a computer instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for computer instructor

* Prepares lesson plans for classroom instruction for credited CIST courses including but not limited to our CISCO CCNP Specialist and CISCO Network Specialist Programs
* Preserve records of student attendance, student progress, departmental equipment, and others
* Prepare daily instructional plans and instructional materials at the modular level as directed by the department chairperson
* Sustain certifications to stay current with industry standards
* Meeting all class days and times
* Instructing and evaluating students
* Processing class start and end paperwork
* Completing sign-in sheets and forwarding them to directed individuals
* Preparing lessons which meet course objectives
* Supervises faculty as designated within the organizational structure of the college

## Qualifications for computer instructor

* Candidate must have obtained at least a conferred Master’s Degree in computer science or closely related field from an institution regionally accredited by an agency recognized by the U.S. Department of Education or international equivalent, additional requirements driven by state licensing or accreditation considerations may apply
* Candidate must have obtained at least a conferred Doctoral Degree in computer science or closely related from an institution regionally accredited by an agency recognized by the U.S. Department of Education or international equivalent, additional requirements driven by state licensing or accreditation considerations may apply
* Must exhibit working knowledge of presenting to audiences using the Office Suite
* Minimum of 2 (two) years of course development and/or teaching experience in Machine Learning
* Minimum 3 years applicable experience with AutoCAD, proficiency with the latest release and 15 semester hours in subject area required
* Minimum 3 years applicable experience in network systems administration, network architecture, TCP/IP, LAN/WAN, routers and switches, Windows and Linux based server and client environments, and 15 semester hours in the subject matter area is required