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# Example of IT Instructor Job Description

Our growing company is hiring for an IT instructor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT instructor

* Lectures class on hardware, installation, programming, maintenance, networking, routing, troubleshooting and repair of computers and other IT equipment, following outlines, handouts, hands on experience, internships, job shadowing and using visual aids Administers written and practical drills, exams and writes conference reports
* Maintains students' grades and attendance and reports to training coordinator and tutor student performance Evaluates students and report academic concerns when warranted by classroom performance
* Monitor students’ class attendance and academic progress
* Curriculum design and development
* Provide relevant information on student tasks based on feedback from graders
* Maintain a non-traditional schedule with a minimum of ten (10) hours per week outside the hours of 9 to 5 (in the employee’s home time zone)
* Plan vacation days in advance and collaborate with team members for adequate coverage
* Embrace change proactively
* Keep up-to-date technically and apply new knowledge to job responsibilities
* Conducts classroom or online training

## Qualifications for IT instructor

* At least one year experience teaching in a secondary or post-secondary setting is preferred
* Candidate must have obtained at least a conferred Master’s Degree in computer science/IT 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
* Master degree in field preferred
* Associate's degree in an Information Technology field is required
* Three years minimum hands-on experience
* Ability to plan, organize and coordinate workload