



CONTINUING EDUCATION

Central Oregon Community College

Job description and specifications

Position Title: Continuing Education Instructor, Software and Web Development

Status: This is a Continuing Education, non-benefited, exempt from overtime. The position may be full or part time at less than 12 months based upon business and department need.

Supervisor: Program Manager Continuing Education

Position Summary: COCC Continuing Education is looking for a lead instructor for Software Development Courses. This person must have a strong aptitude and a desire to help people change their lives and enter the world of professional software development as part of a team offering the highest quality educational experience. Primary responsibilities will be developing, teaching, and training Software Development, including lecture, lab, online, hybrid, and flipped classroom components. Continuing Education instructors are responsible for planning and instructing non-credit classes to the general population throughout the Central Oregon Community College district. Non-credit classes vary widely in the number of hours and course sessions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work closely with a Program Manager to design, develop, test, deliver and adjust Software Development curriculum.
2. Teach curriculum according to college and workforce partner standards within a continuous improvement model.
3. Establish and maintain community partnerships and tech sector collaborations.
4. Pursue appropriate professional development and training activities to remain current with technical knowledge and instructional skills.

KNOWLEDGE, SKILL, ABILITIES

Excellent software and web development skills with experience in at multiple development languages and tools (e.g. Java, Microsoft Visual C#, Python, Xcode/Swift, HTML, CSS, JavaScript, PHP, SQL).

Ability to perform and teach skills writing new software and troubleshooting and resolving issues in existing software.

Competency with Microsoft Office products (including but not limited to Word, PowerPoint, Excel and Access).

Ability to teach complicated technology to varied competency levels demonstrating excellent problem solving and critical thinking skills.

Ability to meet timelines and complete tasks without on-site management and oversight.

Demonstrated skill at developing and delivering adaptive and highly interactive customized curriculum.

Ability to utilize current instructional technology and teach in various established and emerging formats.

Ability to collaborate and communicate effectively with all stakeholders on a project.

Ability to connect higher education, public and private sector business, non-profit entities and general community members.

Ability to maintain a high standard of professionalism and ethics with students, colleagues and the community.

Ability to manage and leverage the assistance of TA's.

Understanding of the mission, goals, and objectives of a community college.

Evidence of strong interpersonal skills, organizational skills, and effective oral and written communication/public relations skills.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of all students and a commitment to the success of every student.

Willingness to travel and or teach at various hours and locations, as required.

OTHER ERGONOMIC WORK CONDITIONS

Work is performed primarily indoors, in a classroom setting. The incumbent is expected to follow College work rules and policies. The employee is regularly required to use hands and fingers, handle or feel objects, tools or controls, reach with hands and arms and requires near visual acuity to write, read written materials and computer screens, and sufficient hearing and speech ability for ordinary telephonic conversations. Physical movements involve guiding, feeding materials into proper position. Lifting objects vary daily, up to 50 pounds. Must be able to climb or pull self upward, kneel, stoop, crawl and crouch. Computer screen is used approximately 10 percent of the time. Vocal communications is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. All individuals are required to be able to perform the essential functions with or without reasonable accommodation.

NONDISCRIMINATION STATEMENT

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status, or any of the classes protected under Federal and State statutes in any education program, activities, or employment.

STANDARD QUALIFICATIONS

Minimum Qualifications

1. No less than two years of full-time work experience in an IT-related industry as a Computer Programmer or Software Developer.
2. Bachelor's Degree or equivalent
3. Previous teaching and training experience including classroom, lab, collaborative face-to-face and online project facilitation for adult learners.
4. A software/web developer portfolio.

Desired Qualifications

- Bilingual candidates encouraged to apply.

Terms of Employment

- This is a part-time temporary limited duration position based on an as needed schedule; non-benefited, non-exempt hourly.
- Candidate must be flexible with work hours to meet evening or weekend class schedules; able to drive throughout College district as needed.
- Successful completion of background check is required; only information relevant to the position will be considered.
- Successful completion of driver approval necessary; only information relevant to the position will be considered.

COCC Mission:

Central Oregon Community College promotes student success and community enrichment by providing quality, accessible, lifelong education opportunities.

COCC Vision:

To achieve student success and community enrichment, COCC fosters student completion of academic goals, prepares students for employment, assists regional employers and promotes equitable achievement for the diverse students and communities we serve.

Continuing Education Mission:

COCC Continuing Education cultivates personal and professional growth for community enrichment.

Continuing Education Vision:

To provide relevant lifelong learning opportunities by delivering exceptional educational experiences.

For More Information, contact Rachel Knox, COCC Continuing Education, rknox@cocc.edu, 541.383.7271

Apply online at: <https://jobs.cocc.edu/postings/4116>