

## CENTRAL OREGON COMMUNITY COLLEGE

### Job Description and Specifications

#### **PART-TIME LEAD INSTRUCTOR OF YouthCamp@COCC Programs – Computer Technology**

Revision Date: 4/25/2016

Status: Part-time Lead Instructor – Community Learning YouthCamp@COCC Program

#### **PRIMARY PURPOSE:**

To provide instruction in summer youth camp programs (ages 10-14) held at or on behalf of Central Oregon Community College. Part-time lead instructors are adults who are responsible for the well-being and education of the students. A lead instructor may have either a degree/experience in education or significant experience in one of the content areas being taught. They must have a strong understanding of the course concepts to be taught as well as any techniques and software involved. Classroom management skills are preferred. Lead instructors develop and lead activities per the curriculum assigned. Lead instructors are responsible for the primary teaching of the course content. In addition, lead instructors are also responsible for supervision of staff, equipment management, enforcement of site policies and meeting project deadlines. Training requires availability during some evenings and weekends. Training begins in May 2016. This is a seasonal position from June to August. Experience with technology preferred, but not required. Training is provided.

#### **DESCRIPTION OF DUTIES AND TASKS:**

##### **Essential Functions**

1. *Provide instruction in content area assigned.* This includes planning, implementing and guiding classroom activities, evaluating progress and adjusting activities according to the level of the students. Teaching assignments are primarily during the daytime, and most positions are Monday through Thursday morning or afternoon, but may include both time frames. Most classes are taught on the COCC Campus or a COCC facility. All classes are taught on behalf of COCC.
2. Perform other essential duties and tasks specific to each location, as assigned.
3. Work with assigned Program Manager and YouthCamp@COCC staff (through the Community Learning department) to troubleshoot issues and to receive specific guidance in program implementation.

##### **Marginal Job Functions**

1. Act as a resource person for students.
2. Ensure that rosters and other specific YouthCamp@COCC paperwork are properly completed and filed with Program Managers.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Thorough knowledge in the field that they are teaching.
2. Knowledge of teaching and instruction of youth audiences and group dynamics.
3. Visual ability, corrected, to enable instructor to observe, direct, and supervise students in classroom situations.
4. Familiarity with and ability to operate or oversee the operation of audio-visual equipment, including overhead projectors, film, sound systems, video, television, interactive video and audio equipment including computer controlled mixed media presentations.
5. Ability to operate or oversee the operation of computers and other written materials.
6. Ability to orally communicate effectively with others, using the English language, with or without the use of an interpreter.
7. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
8. Ability to review, understand and apply concepts presented in training programs, conferences, and/or professional literature.
9. Ability to work with COCC Community Learning staff and other COCC staff at all levels.
10. Willingness to travel and/or teach during the summer on weekdays at various hours and locations, as required.

## **QUALIFICATIONS:**

### **Requirements:**

1. Background knowledge in general computer operations
2. Experience working with the described age group
3. Successful completion of required criminal background check

### **Preferences:**

1. Programming and computer gaming experience preferred.

**Licenses:** None.

**Certifications:** None.