



## Job Description

**JOB TITLE:** Computer Information Systems (CIS) Instructor  
**LAST REVISED:** MARCH 1998

### DEFINITION

Under administrative direction of an educational administrator, to develop curriculum and provide lecture and laboratory instruction for students in the study of Computer Information Systems (CIS) and other related courses; to evaluate students' performance; to coordinate with faculty and other staff regarding computer software for use in conjunction with lecture and laboratory assignments; to participate in articulation and School To Career program, shared governance, and other activities in support of the instructional program, and to perform related work, as required.

### EXAMPLES OF FUNCTIONS AND TASKS

**Curriculum Development - ESSENTIAL:** Maintain currency of knowledge in subject matter area(s), including participating in self-development activities, attending conferences and seminars, and exchanging information with colleagues; review and evaluate curriculum in order to meet student interests and needs within the parameters of division/department budgets and availability of equipment and materials; work with local businesses, industries, and community groups to plan and develop curriculum to meet employment needs; coordinate with full-time and adjunct faculty members to enhance consistency of lecture and laboratory content; evaluate and/or revise course descriptions to fit curriculum designs; present proposals for curriculum changes to the Curriculum Committee and/or other appropriate shared governance bodies.

**Lecture/ Laboratory Preparation - ESSENTIAL:** Review and select textbooks determined to be the most useful and appropriate; review and evaluate new textbooks for content, readability, and cost effectiveness; complete textbook order forms; read literature (books, newspapers, periodicals, and other print and non-print materials) to stay current in the field; review study guides and other supplemental materials for classroom and laboratory use; develop syllabi of lecture materials and laboratory exercises; place appropriate reference items on reserve in the library; prepare lesson plans to be used in lecture; coordinate lectures with laboratory learning assignments; prepare example sets to illustrate topics from class; prepare written and graphical handouts and transparencies for classroom/laboratory use; use overhead projection systems, video cassette recorders, and other demonstration equipment to enhance classroom presentations; attend conferences and classes to increase knowledge of subject matter teaching methods and techniques; review the operation of computer hardware and software currently available to determine which is appropriate for use in the subject area; coordinate with Computer Laboratory Technical Assistants to monitor computer laboratories, determine procedures for computer laboratory usage, and install appropriate computer software; experiment with changes in laboratory procedures and/or equipment which will improve instruction; coordinate with Computer Laboratory Technical Assistants to determine proper functioning of laboratory and classroom equipment, including configuration of computer hardware and software, and to train student and/or other temporary help staff to assist in laboratory preparation, operation, and maintenance. **PERIPHERAL:** Coordinate with appropriate District organizational unit staff member(s) to arrange transportation for field trips; coordinate with contacts at visitation sites to arrange clearances and field trip activities.

**Lecture/ Laboratory Presentation - ESSENTIAL:** Introduce and present lecture/laboratory information and concepts in a clear and logical manner; use analogies and/or examples to convey important concepts of Computer Information Systems; provide instructional objectives to assist student learning; outline major points of information on whiteboard or overhead projector; enhance presentations with visual aids, demonstrations, and examples; demonstrate various Computer Information Systems processes and proper use of pertinent computer hardware and software (e.g., software development, applications, and network usage); distribute handouts to clarify particularly difficult topics; answer student questions clearly and without improper criticism or bias; encourage student participation and involvement in classroom discussions, providing equal opportunity for



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student participation; monitor student activity; design and develop new laboratory exercises to demonstrate major Computer Information Systems concepts; promote use of new software systems in laboratory assignments; stay physically present in the laboratory to work with students; coordinate with Computer Laboratory Technical Assistants to assure computer hardware and software configurations are prepared and are correct for lecture demonstrations.

**Student Progress Evaluation - ESSENTIAL:** Develop quizzes, examinations, homework assignments, projects, and laboratory assignments which are understandable and which fairly evaluate student progress in acquiring knowledge of subject material; monitor student activity during examinations/quizzes; read, evaluate, and grade student responses on examinations and quizzes; assign, read and evaluate homework assignments, projects, and laboratory assignments; tabulate scores and assign official grades; advise students on matters regarding their academic performance; refer students to appropriate student services (e.g., EOPS, Learning Skills Center) for special testing, etc.; input student scores into a computer and make printouts of scoring data available to students, as appropriate.

**Shared Governance Activities -ESSENTIAL:** Attend and participate in department staff meetings, division meetings, District meetings, and other activities, including Sierra College Collaborative Process (SCCP) activities; respond in writing to requests for information, as appropriate; represent department and division by serving on District -wide committees; serve on employee selection committees, as requested; serve as functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary; read minutes of shared governance bodies, Board of Trustees reports, and other printed/written material to maintain knowledge of District activities; read and respond to information polls distributed by the Faculty Senate and other shared governance bodies.

**Articulation/ School To Career- Program Activities ESSENTIAL:** Attend articulation meetings with representatives of local universities; assist the local area high schools and regional occupation programs (ROPs) in developing curriculum that coordinates with community college offerings; act as resource person and attend meetings with representatives from local high schools and ROPs; assist in developing 2+2 articulation agreements with high schools and ROPs; act as a liaison for 2+2 and School to Career programs by developing and administering tests and evaluating performance objectives.

**Ancillary Student Services - ESSENTIAL:** Hold regular office hours; advise and encourage students relative to Computer Information Systems and Computer Science curriculum, particularly application software and operating systems; assist students seeking employment, as appropriate; provide students and peers with a positive role model in terms of character and citizenship; participate in commencement and outstanding student award ceremonies; provide students with letters of reference, as requested; encourage students to participate in special activities (e.g., Small Satellite Project, etc.)

### MINIMUM QUALIFICATIONS

#### Degree/Experience Requirements:

**ESSENTIAL:** Bachelor's degree **AND** two (2) years of occupational experience in the discipline **AND** any certificate or license required to do this work **OR** Associate's Degree **AND** six (6) years of occupational experience in the discipline **AND** any certificate or license required to do this work **OR** the equivalent (areas included: computer information systems, computer network installation; microcomputer technology, and computer applications).

#### Knowledge of:

**ESSENTIAL:** Computer Information Systems (CIS) and related fields; microcomputer operating systems, including MS-DOS® and Windows 95™, network operating systems, including Novell® Netware™, Windows



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NT™, and UNIX; filing systems and network file sharing; computer applications software, including word processing, spreadsheets, database management, presentation programs, and desktop publishing; the Internet, including history, protocols, networking, and security; Hypertext Markup Language (HTML) programming and web page design; multi-media concepts and applications; time management concepts and theories.

### **Ability to:**

**ESSENTIAL:** Use various Internet communication tools, including electronic mail ("e-mail"), mailing lists, Usenet News; File Transfer Protocol (FTP), Telnet, Internet Relay Chat (IRC), Gopher, search engines, and the World Wide Web (WWW); work in a fast-paced, dynamic field; operate and configure microcomputers; provide students with a "hands on" learning experience in a laboratory environment; show a sensitivity to and understanding of the diverse academic, socioeconomic, ethnic, cultural, and disability backgrounds of students; form and maintain effective working relationships with peers, staff and students; maintain integrity, honesty, reliability, and cooperation; work independently to solve problems and participate in SCCP activities. **PERIPHERAL:** Develop activities and assignments to address diverse learning styles.

### **Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to function indoors in a classroom and/or laboratory environment engaged in work of primarily a sedentary to moderately active nature and to perform the following, with or without reasonable accommodation: Almost Constantly: Stand, often for long periods of time, to deliver lectures and to assist students during laboratory sessions; sit, to operate microcomputers and assist students; utilize vision (near) for reading printed materials and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to type/keyboard and/or utilize mouse to operate microcomputers and other equipment; reach (from low and level) to operate computer equipment and check connections; turn head and trunk to deliver lectures and to assist students during laboratory sessions; lift (from overhead, waist, and floor levels, max. 35 lbs.) books, papers, and other instructional materials. Frequently: Walk, to move about classroom, laboratory, and campus environs; stoop and kneel, to connect power cords and turn on/off computer and other equipment. Occasionally: Carry (max. 35 lbs.) instructional materials to move them among buildings/rooms.

**Faculty Salary Schedule, subject to placement at date of hire.**

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification III, Bloodborne Pathogens Exposure Control Program.**