Ventura Adult and Continuing Education
Ventura Unified School District

Position:
Computer Systems Technology Instructor, Adult Education; 215 days per year; Full-Time 40 hours per week; 100% Health benefits

Job Description:
Under the direction of the Director/Principal of VACE, provide instruction both online and on campus to students in the Computer Systems Technology programs. Teach one-on-one and in small groups. Monitor and assess student performance, grade student work and tests, develop curriculum, and remain up-to-date with current with IT technology.

Provide network design, integration, monitoring, update, and deployment support to Ventura Adult and Continuing (VACE) campus, staff, instructors, and students. This position includes (but is not limited to) the support of school firewalls, switches, network filters, network monitoring tools, and other related networking equipment. This position will also provide server design, integration, programming, and monitoring support of the school's server environment. This includes the configuration, maintenance, upgrade and implementation of all VACE owned servers. This position will also assist in the implementation of industry best practices, policies, procedures, and guidelines to support daily operations and the school's computer users. Required knowledge includes networking infrastructure, operating systems, servers, and hardware installation.

The physical demands include the mounting OF equipment (weighing less than 50 pounds) and/or computer components/laptops.

Qualifications:
1. 5 years of experience working in the IT field, Or... a Bachelor's degree with at least 3 years of experience working in the IT field
2. Teacher applicants must hold, or qualify for, the appropriate Designated Subjects Credential in Information and Communication Technologies or related area
3. CompTIA: A+, Network+, Security+ (Highly recommended)
4. MCSA (Desirable)
5. Cisco CCNA-(Optional)
6. Windows Server 2012 R2, Windows Server 2016, Windows Server 2019
7. Mac OS and iOS
8. Linux operating systems. (Basic Knowledge)
9. DNS, DHCP and Active Directory
10. Network troubleshooting
11. Wi-Fi 802.11a/6/g/n/ac
12. Wi-Fi Router configuration
13. Cloud technology - AWS, Microsoft Azure
14. Help Desk software
15. VLANs and subnetting
16. Virtualization - VMWare, VirtualBox, Hyper-V
17. Performance Monitoring
18. Network Protocols and Routing (TCP/1Pv4 and TCP/1Pv
19. Network Security
20. Cryptography and PKI

RESPONSIBILITIES:

1. Online training
2. Working with an LMS
3. Ability to use effective critical thinking, problem solving and decision-making skills.
4. Maintain accurate and complete student records as required by law, district policy, and administrative regulations
5. Prepare, administer, and grade tests and assignments to evaluate students' progress
6. Prepare progress reports on students and classroom activities
7. Counsel students as to academic progress, behavior and attendance issues
8. Prepare and implement remedial programs for students requiring extra help
9. Enforce all administration policies and rules governing students
10. Participate in staff meetings, curriculum development, accreditation evaluations, and serve on school committees
11. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence
12. Select, order, store, issue, and inventory classroom equipment, materials, and supplies
13. Make referrals to job placement services
14. May also teach electronic calculators, typing, computer word processing, Windows Operating Systems, computer spreadsheet, and data management programs
15. Perform other duties as assigned

PREFERRED

1. Bachelor's degree
2. Interpersonal skills necessary to meet the diverse needs of adult students
3. Maintain a positive and stimulating classroom environment
4. Passionate about helping others reach their career goals and raising the quality of our healthcare community
5. Exceptional communication skills