

Richmond Community College
Job Description

Position Title: Networking Technology Instructor (Scotland Correctional)

General Description: The Networking Technology Instructor, under the authority and direction of the Dean of CCR and Immured Programs and in cooperation with the Scotland Correctional Institution's educational department, is responsible for providing effective instruction in the Networking Technology program at Scotland Correctional Institution. Instruct networking technology course that is designed introduce the student to networking technology applications including the OSI model, network topologies, IP addressing, subnet masks, routing theory, switching terminology, router configuration and switch configuration. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and sub netting, router setup, routing protocol setup, VLANs, and switching technology. WAN technologies and network design theory will also be covered

Essential Duties of the Position:

1. Provides effective instruction in the area of networking technology.
2. Securely manages classroom and networking lab operations in the networking program to include class specific software and hardware.
3. Provides adequate preparation of the course material used in the assigned course and utilizes the approved text and/or assigned materials.
4. Assists in the evaluation and implementation of the approved program curriculum instructional processes and strives to meet those standards with available resources.
5. Provides adequate supervision of students under instructor's assignment and classroom management in compliance with RichmondCC and Department of Public Safety policies.
6. Maintain a current course outline in the Workforce and Economic Development office.
7. Provides classroom, laboratory, or related instruction in accordance with approved lesson plan and required program standards.
8. Administer proficiency examinations and the final certification exam and ensure that standardized testing procedures are adhered to.
9. Maintain and submit accurate records and documentation in a timely manner.
10. Abide by all directives set forth in the formal agreement between Richmond Community College and Scotland Correctional Institute.
11. Keep college administration advised of all matters related to the program.
12. Accepts other duties as assigned.

Position Qualifications:

Knowledge, Skills and Abilities:

Ability to effectively teach inmates. Strong oral and written communication skills. Ability to work independently with minimal supervision. A strong understanding of current Microsoft Operating Systems and Office Products. A demonstrated understanding and commitment to the open door philosophy of the community colleges as well as a commitment to student learning is required. Qualified applicants must have skills in critical analysis and problem solving, and independent decision-making ability. Organizational and multi-tasking skills are an essential element of this position. Understanding of and commitment to the unique nature and role of the institution with special reference to the total fulfillment of the open door policy.

Minimum Education and Experience:

AA or AAS degree in Networking Technology required. CISCO or other industry recognized networking certification preferred. Qualified applicant must have a demonstrated knowledge of and commensurate experience in the field of networking technology. Teaching experience in the field of adult education preferred.

Salary Level: Salary Level 7

Location: Scotland Correctional Institution (Laurinburg)

Questionnaire for Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Networking Technology Instructor

Division:

Department: WED

Location: Scotland Correctional Institution

Shift:

Supervisor's Title: Director of Adult Education

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

See job description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

none

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

| | Amount of Time | | | |
|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Use hands to finger, handle or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climb or balance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch or crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach with hands and arms | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Taste or smell | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

| | Amount of Time | | | |
|----------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Up to 10 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More than 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Employee must remain aware of their surroundings.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

| | Amount of Time | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Wet, humid conditions (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☒ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.