Position Title:	**IT Instructor**	Supervises:	No
Reports Directly to:	**CGO**	Oversees Projects:	Yes
Classification:	Exempt		

Transfer your knowledge to adult learners giving them the ability to use a new skill set required for their daily jobs. Most attendees are from Government agencies and Large Corporations. This position is responsible for conducting training classes on applications and programming languages. Our instructors provide virtual or in-person classes with patience and enthusiasm. We pride ourselves on our outstanding customer service and expect the same from our instructors even after class has ended. This position is responsible for maintaining any applicable certifications and updates to course materials and presentations.

Job Description/Principal Activities:

- Conduct 7-hour training classes on applications and programming languages.
- Deliver classes virtually and/or in-classroom.
- Maintains safe and healthy training environment by following organization standards and legal regulations.
- Conducts training classes by presenting job-specific, company-specific, and generic software applications and personal computer classes.
- Maintains quality service by establishing and enforcing organization standards.
- Evaluates training manuals for presentation effectiveness.
- Maintains technical knowledge by attending educational workshops, reviewing publications.
- Contributes to team effort by accomplishing high student evaluation results and maintaining certifications.

Skills and Abilities:

- Must have great Presentation Skills
- Written Communication
- Patience for beginners
- Technical Zeal
- Self-Development
- Technical Leadership
- Presenting Technical Information
- Self-Confidence
- Dealing with Complexity

More on next page

Minimum Job Requirements:

- **4 years of experience leading adult education/training courses**
- **Ability to work with minimal supervision**
- **Industry Certifications as applicable**

Software Requirements (should have some, but maybe not all):

- Python
- JavaScript
- React
- Angular
- Azure
- SQL
- Power BI
- Ruby
- Tableau
- Microsoft Dynamics CRM

Physical Demands & Working Conditions:

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.