NIB Cisco Academy Teacher Assistant

**Job Identification:**

* Title:                     NIB Cisco Academy Teacher Assistant
* Reports to:            NIB CISCO Academy Instructor
* Department:          Workforce Development
* Location:               NIB HQ /Virtual

**Statement of Purpose**

NIB is launching the first Cisco Academy in the United States for IT training to individuals who are blind and visually impaired that will result in globally recognized technology certifications in Cybersecurity (CCNA-Security). We are seeking a part-time, IT professional who has experience working with individuals who are blind and visually impaired in an educational and training environment.  The Cybersecurity program will expand in the future with future cohorts and add new curriculum's determined by labor market needs and demand blind and visually impaired s as well as by recommendations from sponsoring companies.

**Education**

A bachelors degree preferred.

An equivalent combination of education and experience is also acceptable in the area.

**Training and Specialized Knowledge**

* Intermediate to advanced skill in assistive technology using ZoomText and JAWS.
* Preferred experience training individuals on assistive technology.

**Experience**

* 4-year college degree preferred
* IT experience and certifications preferred
* Must be able to work program on a part-time basis two days a week 6:00 P.M.-9:00 P.M. Eastern Standard Time. We estimate this program as 10-15 hours per week lasting approximately 40 weeks.

**Specific Duties and Responsibilities:**

* Assist with leading this program on a part-time basis two days a week 6:00 P.M.-9:00 P.M. Eastern Standard Time. We estimate this program as 10-15 hours per week.
* Can learn or knows the network academy course material and will assist the instructor in the program and help the students with their assignments and learning.
* Willing to answer questions and help reinforce class material with students in the absence of an instructor.
* Helps to ensure course and program learning outcomes are delivered as defined by the course syllabus and program expectation.
* Will communicate to management requirements for suggested accommodations with sufficient notice to ensure timely and cost-effective procurement prior to class.
* Will help maintain and submit accurate documentation in regard to attendance, pre-post exams, lab sheets, student progress/snapshots, and accreditation/state required documents, and others as required.
* Will assist in the evaluation and documentation of student progress, student advising, and support of the academic success for at-risk students.
* Will assist with course/program evaluation and continuous improvement.
* Will assist, as requested, in the marketing/promotion of the program to prospective students and sponsors by providing information regarding course content and objectives.

This job description does not imply that these are the only duties to be performed by this employee.  The incumbent in this position will perform such other tasks as may be required for the effective operation of the Division/Department upon the request by his/her supervisor.

**NIB IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**NIB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, or protected Veteran status.**