



PTP Job Description

Job Title: *Computer Instructor/Network Administrator*
Reports to: *Manager*

Job Description:

PTP Computer Instructor/ Network Administrators have two main areas of responsibility. As technicians they are responsible for the research, development and maintenance of computer hardware and software, ensuring PTP has the necessary resources to meet program needs. As well, technicians are responsible for providing technical support to staff.

As instructors they are responsible for materials preparation and classroom delivery of programs assigned to them. To ensure programs reflect participant needs and goals. Instructors are required to report regularly on classroom activities and participant progress. PTP instructor/technicians are expected to keep up with changes in the field of adult education and computer learning and to integrate new programming initiatives into the computer lab.

Duties and Responsibilities of this position include:

- 1. Coordinating the delivery of computer training*
- 2. Program planning as it relates to computers and computer literacy*
- 3. Delivering classes as assigned*
- 4. Preparing materials that reflect program initiatives and meet participant needs*
- 5. Assessing participant progress*
- 6. Tracking and reporting participant progress*
- 7. Maintaining the computer lab resources*
- 8. Updating PTP's website as required*
- 9. Providing technical support*
- 10. Supporting staff and providing training to staff as needed*
- 11. Completing reports and documenting activities as required*
- 12. Attending meetings as required*
- 13. Adhering to PTP policies*
- 14. Undertaking other tasks as assigned*

This position supervises:

- Volunteers on occasion*