

CompTIA ITF+ (IT Fundamentals) Instructor, Part-Time  
(non-credit) (Adjunct Faculty Pool)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=255481>

Downloaded On: Jun. 18, 2025 9:46am

Posted Apr. 7, 2025, set to expire Aug. 6, 2025

**Job Title** CompTIA ITF+ (IT Fundamentals) Instructor, Part-Time  
(non-credit) (Adjunct Faculty Pool)

**Department** All Jobs

**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Apr. 7, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Faculty Associate  
Adjunct Professor  
Lecturer/Instructor

**Academic Field(s)** Engineering  
Sciences - Computer Science  
Vocational/Technical

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

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Requisition Number: FAC00453

### General Description

**The Office of Apprenticeships & School-to-Work Programs** at Community College of Philadelphia is in search of experienced and energetic instructors to facilitate a CompTIA IT Fundamentals (ITF+) Course for 10th -12th graders from the School District of Philadelphia participating in a pre-apprenticeship program through one of many partnership initiatives between the College and the School District. The CompTIA ITF+ covers all IT fundamentals, creating a broader understanding and a helpful on-ramp to tech career pathways.

Classes will be held on site at our partner high schools. Schedules will vary between our partner schools, but all classes are held during or right after the school day (between 8:00 AM and 4:00 PM). Each instructor's schedule will be determined between the College, the partner school, and the instructor, based on needs and availability. Curriculum and course materials will be provided. Instructors are responsible for transportation to various high schools and will require reliable transportation.

The Office of Apprenticeships & School-to-Work Programs is housed in the Division of Strategic Initiatives and Community Engagement at Community College of Philadelphia (the College). The goal of the Office of Apprenticeships & School-to-Work Programs is to develop and implement school-to-work pipelines and programs that expose and connect high school students, incumbent workers, and individuals looking to enter new careers to postsecondary and workforce pathways through Pre-Apprenticeships, Apprenticeships, and industry-based trainings. Working closely with industry and K-12 partners and other areas across the College, the offerings within the Office of Apprenticeships and School-to-Work Programs contribute to the awareness and pursuit of postsecondary and workforce credentials that lead to livable wage careers.

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution, which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

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Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training.

\*Applicant credentials will be kept on file until the end of the 2023-2024 academic year with the intent to hire additional instructors for the forthcoming semesters.

### **College Intro**

*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

- Deliver provided curriculum, creating an engaging classroom experience while ensuring core course deliverables are met. Provide feedback to students on assignments and in class discussions.
- Demonstrate appropriate use of existing technology to further learning for students. Incorporate instructional technology to support the learning process.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Manage the learning environment with a student-centered focus. Implement diverse teaching and learning strategies that accommodate the learning styles of students.

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- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Recognize the unique needs, culture, and context of students and advocates for their learning and well-being.
- Maintain critical documentation including time sheets, student sign-in sheets and attendance records, and necessary documentation for school purposes. Work with Apprenticeships & School-to-Work Team Members in obtaining and maintaining required documents and files.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.

**Minimum Qualifications**

- All applicants must have a Bachelor's degree from a regionally accredited institution of higher learning.
- Content knowledge needed to teach the CompTIA ITF+ course is required.
- Ability to travel to various high schools required.

**Preferred Qualifications**

- Teaching or training experience, especially at the high school level, is preferred.
- CompTIA Certification is preferred.
- Qualified candidates will have working knowledge of designing and delivering effective in-person instruction. Strong interpersonal skills, a passion for training, and the ability to engage and connect with students are preferred.
- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

Work Location: Main Campus

**Benefits Summary**

Salary Grade or Rank: Adjunct Faculty

Min Salary/Hourly Rate: \$50.00/hr

Max Salary/Hourly Rate: \$50.00/hr

Position Type: Faculty

Employment Status: Part-Time

**Special Instructions to Applicants**

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**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you first learn about this employment opportunity?
  - Community College of Philadelphia Website
  - Careerbuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Job Fair
  - Indeed.com
  - HireVeterans.com
  - HERC - Higher Education Recruitment Consortium
  - CCP - Faculty Recruiting Event
  - Other
2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

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(Open Ended Question)

3. \* Do you have a Bachelor's degree?
  - ☐ Yes
  - ☐ No
4. \* Do you have content knowledge needed to teach a CompTIA ITF+ course
  - ☐ Yes
  - ☐ No
5. \* Do you have the ability to travel within the local area?
  - ☐ Yes
  - ☐ No
6. \* Do you have high school teaching experience?
  - ☐ Yes
  - ☐ No
7. \* Do you have teaching experience at a community college?
  - ☐ Yes
  - ☐ No
8. \* Are you bilingual or other language proficiency.
  - ☐ yes
  - ☐ no
9. \* Do you have experience teaching diverse student populations and addressing equity gaps?
  - ☐ Yes
  - ☐ No
10. \* Do you have a CompTIA Certification
  - ☐ Yes
  - ☐ No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

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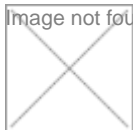
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1. References

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

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