

SCHOOL DISTRICT OF ALACHUA COUNTY

TEACHER, COMPUTER EDUCATION

JOB DESCRIPTION

FLSA: Exempt BARGAINING UNIT: Yes
 ELIGIBILITY:
 SALARY SCHEDULE: Instructional

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Meet Federal Highly Qualified Guidelines as applicable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, especially characteristics of students in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. In-depth understanding and knowledge of use of current technology. Knowledge of the Code of Ethics and Principles of Professional Conduct. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal or designee

JOB GOAL

To develop student skills in the use of computer and other technology in an educational atmosphere that promotes growth and maturation of students in accordance with district, state, and federal standards.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan and implement a program that teaches computer skills and software applications.
- *(2) Maintain computer hardware, software, and equipment in satisfactory working order.
- *(3) Plan, prepare, and conduct a variety of learning activities considering students' learning styles and special needs in order to enhance the application of critical, creative and evaluative thinking capabilities of students.
- *(4) Select, develop, modify and/or adapt materials, technology and resources to support learning objectives and address students' learning styles and special needs.
- *(5) Create or select goals and objectives for unit and daily plans based on a review of district and state curriculum priorities, student profiles and instructional priorities.

TEACHER, COMPUTER EDUCATION (Continued)

- *(6) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- *(7) Apply principles of learning and effective teaching in instructional delivery.
- *(8) Maintain academic focus by using a variety of motivational techniques.
- *(9) Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
- *(10) Sequence content and activities appropriately.
- *(11) Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- *(12) Provide instruction on safety procedures and proper handling of materials and equipment.
- *(13) Assist students in assessing, interpreting and evaluating information from multiple sources.
- *(14) Encourage self-assessment by students and assist them in developing plans for improving their performance, as appropriate.
- *(15) Monitor learning activities and provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- *(16) Evaluate the effectiveness of instructional units and teaching strategies.
- *(17) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- *(18) Develop and use ongoing assessments to monitor student progress to verify that learning is occurring, to adjust curriculum and instruction.
- *(19) Administer tests, including standardized tests, in accordance with directions provided, including proctoring and secure handling of materials.
- *(20) Communicate high learning expectations for all students.
- *(21) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(22) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- *(23) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(24) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
- *(25) Establish routines and procedures and encourage students to follow them consistently.
- *(26) Establish and maintain appropriate discipline in and effective behavior management techniques.
- *(27) Demonstrate positive interpersonal relationships with students, peers, supervisors, and school/community.
- *(28) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- *(39) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- *(30) Demonstrate knowledge and understanding of curriculum content.
- *(31) Engage in continuing improvement of professional knowledge and skills, including instructional methodology, learning theory, curriculum trends and content.
- *(32) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- *(33) Demonstrate punctuality and regular attendance.

TEACHER, COMPUTER EDUCATION (Continued)

- *(34) Assist in enforcement of school rules, administrative regulations and Board policy.
- *(35) Comply with policies, procedures and programs.
- *(36) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- *(37) Maintain professional appearance in dress and grooming.
- *(38) Establish and maintain a positive, safe and non-threatening learning environment in which students are encouraged to be actively engaged in the learning process.
- *(39) Support school improvement initiatives by active participation in school activities, services and programs.
- *(40) Manage materials and equipment effectively. Maintain required inventories.
- *(41) Instruct and supervise the work of volunteers and aides when assigned.
- *(42) Supervise students at all times to ensure a safe and orderly environment.
- *(43) Maintain a clean, attractive and organized learning environment.
- *(44) Maintain accurate and complete records in accordance with District procedures.
- *(45) Maintain confidentiality of student and other professional information.
- *(46) Maintain student grade, attendance, and conduct records in accordance with established procedures.
- *(47) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- (48) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted: 7/20/10