

## COMPUTER TEACHER JOB DESCRIPTION

### **Qualifications:**

1. B.S. Degree with a minor in computer education preferred.
2. Knowledge of computer hardware and software.
3. Demonstrates a willingness and desire to work with administrators, teachers, and students.
4. Demonstrates a commitment to ongoing education/continuing professional development.

**Reports to:** Principal(s) and students

### **Job Goals:**

To serve as a teacher and resource person to teachers and students in the areas of hardware, software and computer operation.

### **Performance Responsibilities:**

- A. Computer Instruction
  1. Teach computer classes.
  2. Serve as a demonstration teacher for students and staff.
  3. Serve as a computer resource person to all grade level teachers.
  4. Team teach with other teachers.
- B. Curriculum
  1. Develop and facilitate implementation of a K-8 Curriculum Guide.
  2. Provide direct instruction with students.
- C. Staff Development
  1. Coordinate and implement inservice opportunities for staff.
  2. Disseminate computer technology information to staff.
- D. Management
  1. Prepare and coordinate program budget requests.
  2. Coordinate the purchase of necessary supplies and equipment.
  3. Communicate with the school community regarding computer education.
  4. Maintain an informal communication network between the district, CESA, computer consortiums, and other schools.
  5. Explore use of computers beyond current applications.
- E. Computer Hardware and Software
  1. Assist in the selection of new equipment and maintenance of existing equipment.
  2. Maintain an inventory of hardware and catalog of school software.
  3. Assist staff in the selection of new software.

F. Committees

1. Serve on the district's Technology Committee.
2. Serve on the Arrowhead Area Schools Technology Committee.

Adopted: May 23, 1983

Revised: March 16, 1998

Revised: November 16, 1998