**JOB DESCRIPTION**

**ELEMENTARY COMPUTER TEACHER K-4**

**POSITION CONTROL NUMBER - 2070**

Title: Elementary Computer Teacher K-4

Qualifications: According to State Certification requirements.

Required criminal history check and proof of U.S. citizenship or legal resident alien status.

Reports to: Principal/Superintendent of Schools

Job Goal: To provide an elementary computer literacy and integration

program in a positive classroom environment; to establish effective rapport with pupils; to motivate and instruct pupils to develop computer related and academic skills, in a sequential manner in accordance with each pupil's ability; and to maintain good relationships with parents and other staff members.

Supervision: Student teacher, assigned volunteers and teacher aides.

Performance Responsibilities:

1. Plans a program of computer study that, as much as possible, meets the individual and collective needs, interests, and abilities of students.
2. Creates an instructional environment that is safe, conducive to learning, and appropriate to the maturity and interests of students.
3. Establishes clear objectives for all lessons, units, projects, and communicates these objectives to students.
4. Provides continuous evaluation to determine the effectiveness of the program
5. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
6. Remains abreast of current developments, new trends and contemporary interpretations of subject matter in assigned area(s).
7. Assists the administration in implementing all policies and/or rules governing student conduct.
8. Strives to maintain and improve professional competence.
9. Attends staff meetings and serves on staff committees as required.
10. Conducts herself/himself in a professional manner at all times.
11. Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
12. Assists in curriculum development and assists in the selection of computer equipment and other instructional materials, when needed.
13. Performs other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her supervisors) under authority of the Board of Education.
14. Provides teacher training on classroom computers.
15. Maintains an inventory for computer hardware/software/supplies.
16. Maintains security for assigned computer hard ware/so ft ware.
17. Plans for parental participation in the computer education program.
18. Displays and promotes student projects in/for school and administrative buildings.
19. Integrates the regular district curriculum with the computer program when appropriate.
20. Plans for and encourages regular classroom teachers to utilize the computer labs when computer classes are not scheduled.
21. Maintains a professional and effective working relationship with all administrators, classroom teachers, and parents.
22. Develops and implements a plan to demonstrate the effectiveness of the district computer program for the community, for out-of-district visitors, and for county/state representatives.
23. Submits orders for materials and equipment for computer labs after conferring with the Superintendent of Schools or his/her designee.
24. Maintains all copyright laws for duplication of materials.
25. Assumes responsibility for district-wide data management as it relates to NJSMART (student data), PARCC coordination (Partnership for Assessment of Readiness for College and Careers), and state assessment and testing (NJASK).
26. Work as directed in the library/media center by the principal.

Terms of Employment:

Work year and salary to be determined by the board.

Evaluation:

According to State Statutes and Rules and Board Policy.

Board Approved:

11/16/09

Revised: 12/10/14