



KIN DAH ŁICHÍ'Í ÓŁTA'

POSITION DESCRIPTION

Revised 04/13/2010

TITLE: Computer Teacher	EMPLOYMENT: 9 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for providing appropriate and effective instruction to students to help them be successful and confident in school, and to ensure mastery of established academic and computer skills, and to meet the unique needs of each student. Serve as a strong character role model for students. Maintain a positive working relationship with students, parents, and staff.

I. QUALIFICATIONS:

1. Bachelors Degree with concentration in computer technology.
2. Valid Arizona Teaching Certification or endorsement.
3. Knowledge of various computer program/applications and curriculum.
4. Knowledge of Navajo Culture preferred.
5. Good verbal and written communication skills.
6. First aid and CPR skills
7. Valid Arizona Driver's license required.
8. Must pass criminal background checks by state,

II. DUTIES AND RESPONSIBILITIES:

1. Instructs subject matter to pupils in the computer lab aligned with the adopted course of study and academic standards.
2. Develops and implements computer curriculum.
3. Develops and assists in staff training on computer literacy, programs and applications.
4. Maintains appropriate student files and records.
5. Establishes and maintains a daily and weekly computer lab use schedule.
6. Maintains routine and minor repairs for keyboarding, monitors, computer, printers and disk drives.
7. Purchases software and hardware needs for school technology needs.
8. Coordinates computer programming and media for the school.
9. Develops lesson plans for computer instruction and provide individualized small group instruction.
10. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
11. Evaluates student academic and social growth, keeps appropriate records and prepares progress reports.
12. Creates a positive learning environment through attractive displays, bulletin boards, etc.
13. Coordinates with other professional staff in assessing student academic skills and learning deficiencies.
14. Supervises students in and out-of-classroom activities during the assigned working day.
15. Communicates with parents to discuss pupil's progress and interpret the school program.
16. Selects technology, and instructional programs for the school.
17. Administers group standardized tests in accordance with school testing programs.
18. Participates in professional development training and in-services.
19. Responsible for the scheduling of technology training.
20. Inventories all school technology equipment, accessories, and software programs annually.

21. Performs other duties as assigned by supervisor.

- III. SUPERVISION RECEIVED BY: Head Teacher
- IV. WORKING HOURS: In accordance with Board policies
- V. EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'i Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor