



Cicero School District #99

Job Title: *Digital Literacy Teacher*

Reports To: *Building Principal and Executive Director of Instructional and Digital Technology*

Position Summary

Digital Literacy Teachers are responsible for providing curriculum-aligned instruction to ensure that all students learn essential skills at each grade level.

Qualifications & Requirements

- Valid Illinois Professional Educator License with an Elementary Teaching and Technology Specialist Endorsement
- Ability to work in a diverse team environment with excellent knowledge of Computer Science and computer applications
- Ability to quickly adapt to changing learning and instructional environments
- Strong communication skills in order to converse with teachers, staff, and students
- Creative and intuitive of learner needs with the ability to anticipate problems and take corrective action
- Ability to troubleshoot hardware and software to ensure that technology is accessible
- Previous teaching experience preferred

Duties & Responsibilities

- Completes necessary trainings and certifications in order to effectively integrate technology and promote the development of 21st Century skills.
- Composes lesson plans appropriate to curriculum, grade level, and class needs.
- Delivers lessons with attention to the differentiated needs of students.
- Trains teachers, staff, and administrators with regard to new and existing software, online resources, and peripherals.
- Assists the Instructional Technology Department with projects.
- Assists in the administration of tests given online, provides technical assistance, and acts as a liaison to Site Test Coordinator.
- Troubleshoots hardware and software.
- Performs other duties as assigned.

Working Environment

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% Standing, 30% walking, and 10% standing.

Terms of Employment

Salary and work year according to Master Agreement

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.