

# Job Information

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**TITLE:** Computer/Keyboarding (5th-8th Grade) - Middle School

**QUALIFICATIONS**

1. Valid Certification.
2. A bachelor's degree with an emphasis in Computer Science or comparable experience.
3. 7-12 or Middle Grades endorsed

**REPORTS TO:** Principal

**JOB GOAL:** To create a flexible program in an environment conducive to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for upper-grade education, in accordance with each pupil's ability; to establish good relationships with parents and other staff members.

**EMPLOYMENT TERM:** Salary and work year to be according to the current schedule.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches keyboarding and computer applications to 5th-8th grade students, utilizing courses of study adopted by the Board of Education and as directed by the building principal.
2. Instructs students in citizenship and digital citizenship of basic subject matter specified by state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individual and small group instruction to adapt the curriculum to the need of each student.
4. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
5. Evaluates student's academic and social growth, keeps appropriate records, and prepares progress reports.
6. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
7. Identifies student needs and works with other professional staff members in assessing and helping students solve health, attitude and learning problems.
8. Creates an effective environment for learning through functional and attractive bulletin boards, interest centers and subject related displays.
9. Maintains professional confidence through in services, educational activities and professional growth activities.
10. Participates cooperatively with the appropriate administrators to develop the method by which the teacher will be evaluated in performance with district policy.
11. Supervises pupils in out-of-classroom activities during the assigned working day.

12. Participates in curriculum development programs as required.
13. Instruct students and revise curriculum to meet the needs of identified handicapped students who may be placed in a regular classroom.
14. Exhibits ability to work in group settings with colleagues.
15. Exhibits genuine interest in the student Activities Program.
16. Participates in appropriate in-service development programs and implements best practices as determined.