



**Job Title:** Middle School Technology/Computer Science Teacher (Grade 6 – 8)

**Reports To:** Building Administration

**Employee Status:** Full Time, Exempt, Certified Teacher Salary Schedule

**Evaluation:** Completed Annually by Building Administration

**JOB SUMMARY:** The Middle School Technology/Computer Science Teacher will lead students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the Missouri Computer Science Performance Standards, using approved curricula, materials, and directives of the school.

**Essential functions of the job may include but are not limited to the following:**

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage, monitor the progress of individual students, and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.

- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

**Other functions of the job include but are not limited to the following:**

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

**Knowledge Skills and Ability Required:**

- Knowledge of Middle School Computers curriculum and concepts, including all subject matters taught.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Support the philosophy and mission of the Oak Grove R-VI School District.
- Comply with all district policies, rules and regulations.

**Current Systems and Training:**

- TeacherEase
- MTSS
- Trauma Smart

**Certification:**

Must hold, be eligible for, maintain a Valid Teaching Certificate through the Missouri Department of Elementary and Secondary Education for the area of application for all grade levels notated above.

Bachelor's Degree required.

Master's degree preferred, however, not required.

Project Lead the Way Gateway 6-8 Certification: Apps Creator, is preferred for this position.

**Physical Requirements:**

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 10 pounds or more at times.

**Background Check:**

Employment in this position is contingent upon consent to and successful completion of a pre-

employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to the Oak grove R-VI School District. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

**Term of Employment:** 9 months (in accordance with the Board Approved District Calendar)